TOSHIBA
Leading Innovation

MULTIFUNCTIONAL DIGITAL SYSTEMS

User's Guide

e-STUDIO2505

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Preface

■ How to read this manual

Thank you for purchasing the TOSHIBA multifunctional digital systems. This manual describes how to use, perform maintenance, and fix problems for this equipment. Be sure to read this manual before using this equipment. Keep this manual handy and retain it for future reference.

❑ Symbols in this manual

To ensure correct and safe use of this equipment, this manual describes safety precautions according to the three levels shown below.
You should fully understand the meaning and importance of these items before reading this manual.

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.

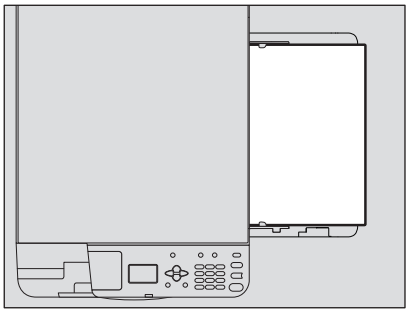
Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip	Describes handy information that is useful to know when operating the equipment.
🕮	Pages describing items related to what you are currently doing. See these pages as required.

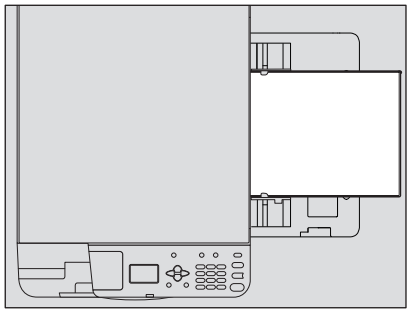
❑ Description of original/paper direction

Paper or originals of A4 or B5/LT size can be loaded either in a portrait direction or in a landscape direction. In this manual, “-R” is added to this paper size when this size of paper or original is loaded in a landscape direction.

e.g.) A4/LT size paper on the bypass tray



Loaded in a portrait direction: A4/LT



Loaded in a landscape direction: A4-R/LT-R

Paper or originals of A3 or B4/LD or LG size can only be loaded in a landscape direction, therefore “-R” is not added to these sizes.

❑ Screens

- In this manual, the screens and the operation procedures in Windows are described for Windows 7. The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

❑ Trademarks

- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows 8 is Microsoft Windows 8 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Server 2003 R2 is Microsoft Windows Server 2003 R2 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
- The official name of Windows Server 2008 R2 is Microsoft Windows Server 2008 R2 Operating System.
- The official name of Windows Server 2012 is Microsoft Windows Server 2012 Operating System.
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- Other company and product names given in this manual or displayed in this software may be the trademarks of their respective companies.

■ Lineup of our manuals

These manuals are provided for the operation of the e-STUDIO2505. Select and read the manual best suited to your needs. This manual is the ***User's Guide***.

Safety Information (Printouts)

This manual describes the necessary precautions for use. For your added security, be sure to read this manual first.

Quick Guide (Printouts)

This manual describes the components, preparations, basic operations, and troubleshooting for the equipment.

User's Guide (PDF file, this manual)

This manual describes preparations for using the e-STUDIO2505, and how to use functions such as copying and printing. It also describes maintenance and troubleshooting for the problems that could occur while you are using the equipment.

Software Installation Guide (PDF file)

This manual describes how to install and uninstall printer and scanner drivers.

Help menu for client software

To run the following client software, refer to the Help menu of each:

- Printer driver
- Scanner driver

❑ To read manuals in the PDF file format

This manual in the PDF (Portable Document Format) can be displayed/printed using Adobe Reader or Adobe Acrobat Reader. If neither is installed in your computer, download one of them. This can be done via the website of Adobe Systems Incorporated.

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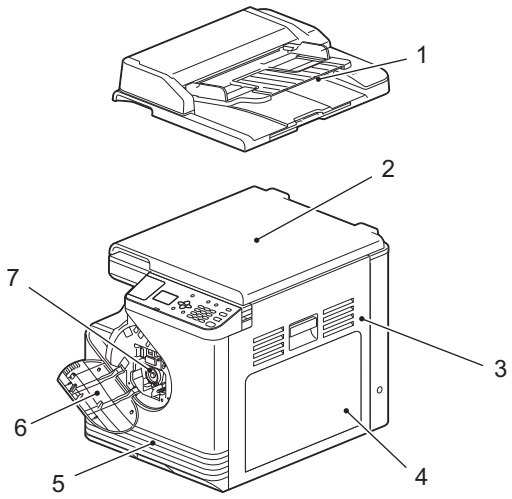
Components

■ Front/Right/Inner side



1. **Automatic Document Feeder (ADF) (optional)**
   Load up to 50 originals (80 g/m^2 or 20 lb. Bond) to scan one sheet after another. (The maximum number you can load may vary depending on the type of original.)
   📖 P.93 “Paper Misfeed”

   Note

   The Automatic Document Feeder is only available for Europe.

2. **Platen cover**
   Close this before start copying or scanning.

3. **Side cover**

4. **Bypass tray**
   Place special paper such as thick paper, overhead transparencies, or tracing paper.
   📖 P.19 “Loading paper on the bypass tray”
   📖 P.21 “Loading an envelope on the bypass tray”

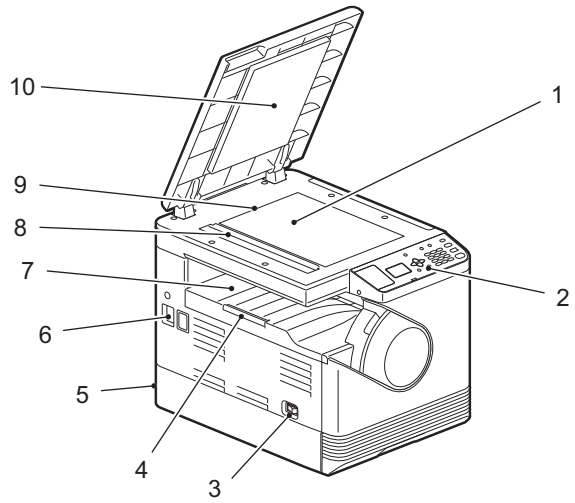
5. **Drawer**
   Place up to 250 sheets of plain paper (80 g/m^2 or 20 lb. Bond).
   📖 P.17 “Loading paper in the drawer”

6. **Front cover**
   Open this when you replace the toner cartridge.
   📖 P.98 “Replacing Toner Cartridge”

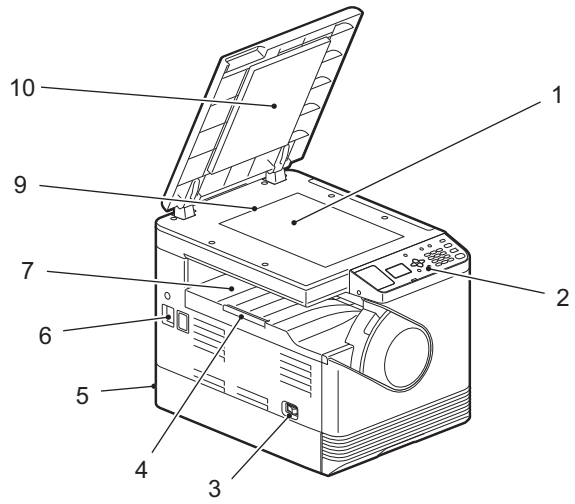
7. **Toner cartridge**
   For the recommended toner cartridges, refer to the ***Safety Information***.
   📖 P.98 “Replacing Toner Cartridge”

■ Left side

For Europe



For regions other than Europe



1. **Original glass**
   Place the book-type originals and special paper such as overhead transparencies or tracing paper, as well as plain paper.

2. **Control panel**
   Make settings to use the various functions on this equipment.
   📖 P.10 “Control panel”

3. **Power switch**
   Turns the power ON or OFF.
   📖 P.13 “Preparation 1 - Turning Power ON”

4. **Paper exit stopper**
   Stops large paper from sliding out of the receiving tray.
   When you use the stopper, pull out it until you hear a click sound.

5. **AC-IN terminal (rear)**
   Connect the power cable supplied with the equipment.

6. **USB terminal (4-pin)**
   Connect to your PC using a commercially available USB cable.

   Notes

   - Use a USB2.0 Hi-Speed certified cable: USB cable supporting the USB2.0 Hi-Speed mode (480 Mbps of transfer speed) certified by the USB Implementers Forum.
   - Connect the equipment with a PC directly by the USB cable. When it is connected with a PC via a USB hub, the equipment may not be recognized.

7. **Receiving tray**

8. **Scanning area**
   The data of originals transported from ADF are scanned here.
   P.104 “Regular Cleaning”

   Note

   The scanning area is only available for Europe.

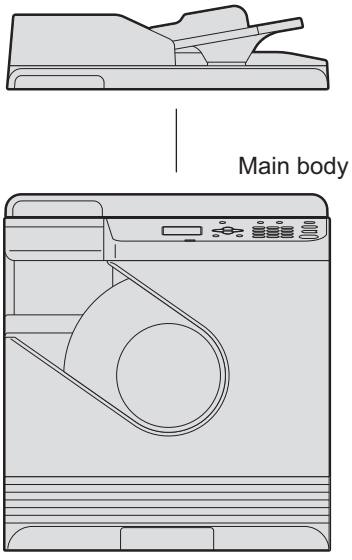
9. **Original scale**
   Confirm the size of an original placed on the original glass.

10. **Platen sheet**
    P.104 “Regular Cleaning”

■ Configuration of options

The available options are listed below. Contact your service technician or service representative for details.

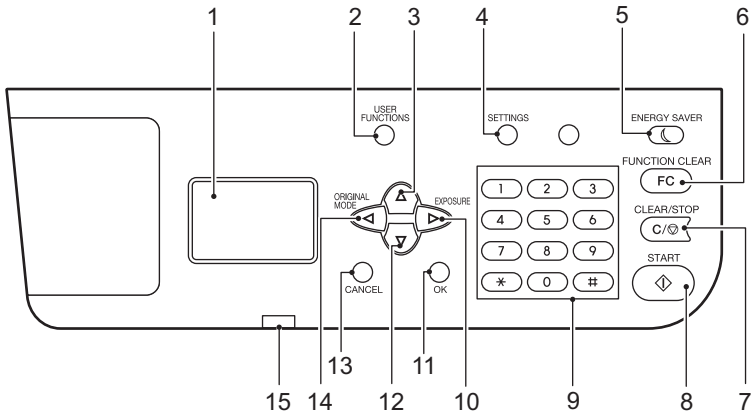
Automatic Document Feeder (MR-2021)
* Only for Europe



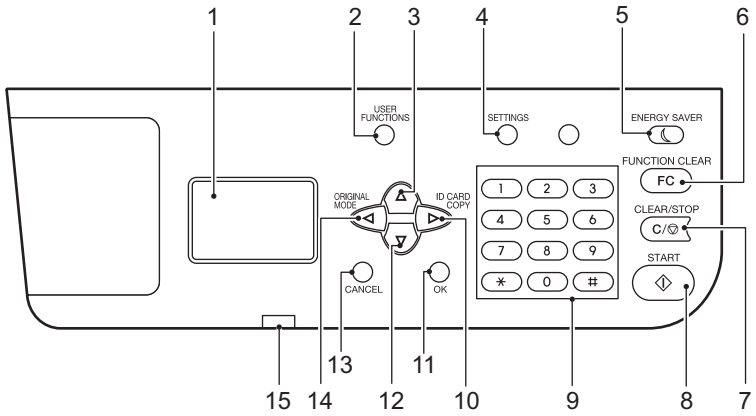
■ Control panel

The functions and indications of the ▷ button vary depending on the region. The illustrations show the control panel for Europe and the Americas unless they are specified.

For Europe and the Americas



For regions other than Europe and the Americas



1. **LCD screen**
   Confirms each menu and error messages.
   P.12 “Main screen (Copy)”

2. **[USER FUNCTIONS] button**
   Changes the equipment’s default settings.
   P.87 “User Functions Menu List”

3. **△ button**
   Press this button on menu screens to move to the item above. If you press this button when the top menu item is highlighted, the bottom menu item is displayed.

4. **[SETTINGS] button**
   Displays the current settings.

5. **[ENERGY SAVER] button**
   Enters into the energy saving mode.

6. **[FUNCTION CLEAR] button**
   Clears the copy function settings and returns to the main screen (Copy).

7. **[CLEAR/STOP] button**
   Stops copying or returns the number of copies to “1”.

8. **[START] button**
   Starts copying.

9. **Digital keys**
   Enters numbers such as the number of copies.

10. ▷ button
Press this button once on the main screen (Copy) to show the “EXPOSURE” screen for Europe and the Americas, or the “ID CARD” screen for regions other than Europe and the Americas. Press it on menu screens to move to an item on the right or increase the setting.
📖 P.31 “Using the “EXPOSURE” or “ID CARD” function quickly”

11. [OK] button
Determines the items or operations selected in each menu.

12. ▽ button
Press this button on the main screen (Copy) to enter the copy menu. Press it on menu screens to move to the item below. If you press this button when the bottom menu item is highlighted, the top menu item is displayed.

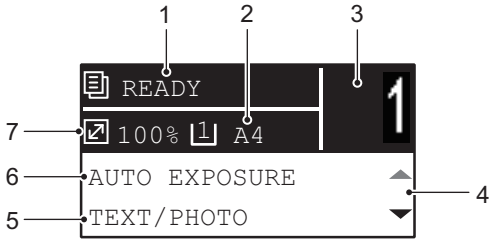
13. [CANCEL] button
Cancels the current settings and returns to the previous item.

14. ◁ button
Press this button once on the main screen (Copy) to show the “ORIGINAL MODE” screen. Press it on menu screens to move to an item on the left or decrease the setting.
📖 P.32 “Selecting “ORIGINAL MODE” quickly”

15. Alert lamp
Blinks or lights in case of an error.

■ Main screen (Copy)

Appears after the power of the equipment is turned ON and the warm-up is finished. This screen is called “main screen (Copy)”.



1. **Message**
   Displays the current status or error messages.

2. **Paper size**
   Displays the paper size specified for the drawer or the bypass tray.

3. **Copy quantity**
   Displays the number of copies.

4. **Scroll icon**
   Displays △ or ▽ that you can press on the current screen or menu.

5. **Original mode**
   Displays the mode to copy the original.

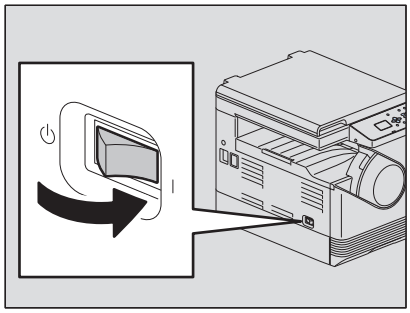
6. **Exposure**
   Displays the copy density.

7. **Reproduction ratio**
   Displays the reproduction or zoom ratio to copy.

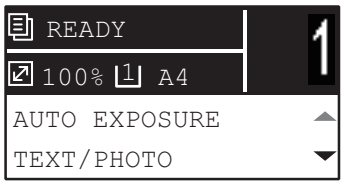
Preparation 1 - Turning Power ON

■ Turning on

Press the power switch to " | " (on).



Starts warming up, which takes approx. 20 seconds. When the warm-up has finished, the equipment is ready.



Tips

- If the access code function is enabled, press the [FUNCTION CLEAR] button after any operation has been finished to prevent unauthorized use of the equipment.
  For the details of the access code setting, ask your service technician.
- If you press [START] during the warm-up, copying automatically starts after it has finished. When the job is reserved, "COPYING" appears on the LCD screen to show you the current status.
  This function cannot be accessed while "PLEASE WAIT" is being displayed (approx. 15 seconds).

❑ Turning off

Press the power switch to " ⏻ " (off).

■ Saving energy when not in use - Energy saving mode -

To reduce power consumption, the equipment automatically enters into the energy saving mode when a specified period of time has passed since its last use. You can also switch the equipment into this mode manually.
There are two types of the energy saving mode; the low power mode and sleep mode.

❑ Types of energy saving mode

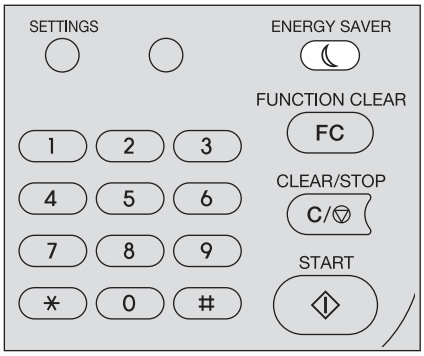
Low power mode: "SAVING ENERGY" appears on the LCD screen.
Sleep mode: The LCD screen disappears.

Tip

The timers for "AUTO POWER SAVE" and "SLEEP MODE" have been set respectively as the factory default settings. You can change them in the "USER FUNCTIONS" menu.
🕮 P.87 "User Functions Menu List"

❑ To turn the equipment into the energy saving mode manually

Press [ENERGY SAVER].



Canceling conditions for energy saving mode

The energy saving mode is canceled under the following conditions.

- When [ENERGY SAVER] or [START] on the control panel is pressed
  - For the low power mode: Press [ENERGY SAVER] or [START]
  - For the sleep mode: Press [ENERGY SAVER]
- When printing or scanning is performed from a PC connected with this equipment

Preparation 2 - Loading Paper

Load an appropriate type of paper.

■ Acceptable paper types

Acceptable paper types differ depending on its paper source. See the table below for more details.

Paper source	Paper type	Paper size	Maximum sheet capacity*1
Drawer	Plain paper (64 - 80 g/m^2, 17 - 20 lb. Bond)	A/B format: A4 LT format: LT K format: 16K	250 sheets (80 g/m^2, 20 lb. Bond)
Bypass tray	Plain paper (64 - 80 g/m^2, 17 - 20 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ K format: 8K, 16K, 16K-R	50 sheets (80 g/m^2, 20 lb. Bond)
	Thin (52 - 63 g/m^2, 14 - 17 lb. Bond)		1 sheet (52 - 63 g/m^2, 14 - 17 lb. Bond)
	Thick paper 1 (81 - 105 g/m^2, 21 - 28 lb. Bond)		1 sheet (81 - 105 g/m^2, 21 - 28 lb. Bond)
	Thick paper 2 (106 - 163 g/m^2, 28 - 43 lb. Bond)		1 sheet (106 - 163 g/m^2, 28 - 43 lb. Bond)
	Tracing paper (75 g/m^2, 20 lb. Bond)		1 sheet
	Sticker labels		1 sheet
	Transparencies*2	A4/LT only	1 sheet
	Envelope*3	DL (110 mm x 220 mm), COM10 (4 1/8" x 9 1/2"), Monarch (3 7/8" x 7 1/2"), CHO-3 (120 mm x 235 mm), YOU-4 (105 mm x 235 mm)	1 sheet

*1 “Maximum sheet capacity” refers to the maximum number of sheets when recommended paper is used. See the following pages for the recommended paper:
P.16 “Recommended paper”

*2 Be sure to use the recommended overhead transparencies. Using other transparencies could cause an equipment malfunction.

*3 Envelope can be used when printing from your PC.

Notes

- Do not mix various paper sizes in one drawer.
- “LT format” is the standard size for only use in North America.
- “K format” is a Chinese standard size.

Tip

Abbreviations for LT format sizes:
LT: Letter, LD: Ledger, LG: Legal, ST: Statement, COMP: Computer

■ Recommended paper

To ensure the best copy performance, the paper types listed below are recommended. If you want to use paper other than that we recommend, contact your service technician.

Paper type	Product name	
Plain paper	A/B format: TGIS Paper/Mondi LT format: TIDAL/Hammermill	80 g/m^2, 20 lb. Bond
	K format: Classic Jetset COPY PAPER/UPM	70 g/m^2
Thick paper 1	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	90 g/m^2, 24 lb. Bond
	A/B format: Color Copy/Mondi	100 g/m^2
Thick paper 2	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	120 g/m^2, 32 lb. Bond
	A/B format: Color Copy/Mondi LT format: Exact Index/WAUSAU	160 g/m^2, 43 lb. Index
Tracing paper	Tracing paper/Ostrich International	75 g/m^2 only, 20 lb. Bond only
Sticker labels	A/B format: 3478/ZWECH-AVERY LT format: 5165/AVERY	
Transparencies *1	A/B format: PP2500/3M LT format: X10.0/FOLEX	
Envelope	COM10/ColumbianCO138/Westvaco, No.553/Monarch/mailwell	

*1 Be sure to use the recommended overhead transparencies. Using other transparencies could cause an equipment malfunction.

❑ Paper types not acceptable

Do not use the types of paper listed below since they may cause paper misfeeds.
- Damp paper
- Creased paper
- Wrinkled paper or paper prone to be curled
- Extremely smooth or rough surface paper

Do not use the types of paper listed below since they may cause an equipment malfunction.
- Paper whose surface is specially treated
- Paper once printed with other copiers or printers

❑ Storing paper

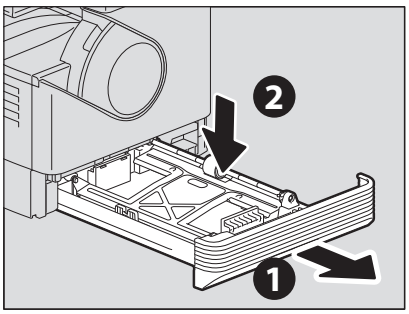
Note the following points when storing paper.
- Wrap the paper in its packaging to prevent it from gathering dust.
- Do not expose the paper to direct sunlight.
- Do not store the paper in a humid location.
- Store the paper on a flat surface to prevent it from becoming curled or creased.

■ Loading paper in the drawer

For the acceptable paper, see the following pages:
P.15 “Acceptable paper types”

1 Turn the power of the equipment ON.

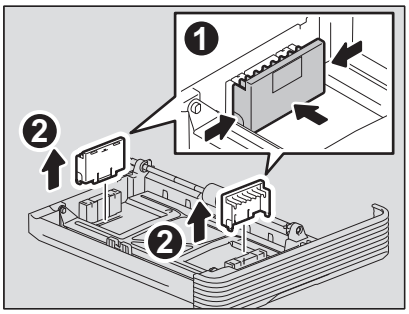
2 Pull out the drawer carefully, and then press down the paper plate.



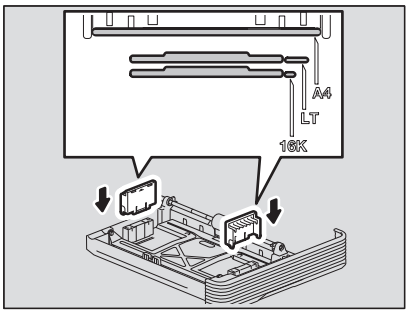
Note

Press it down until you hear a click sound and it is no longer lifted up.

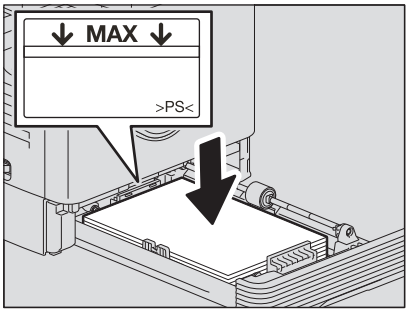
3 Remove the side guides.



4 Attach the side guides according to the paper size.



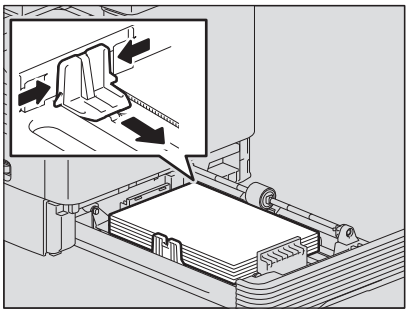
5 Load paper face up in the drawer.



Notes

- Up to 250 sheets (80 g/m^2 or 20 lb. Bond) can be loaded. Be sure that the height of the stacked paper does not exceed the line indicated inside of the trailing guides.
  P.15 “Acceptable paper types”
- Fan the paper well before loading it in the drawer, otherwise multiple feeding could occur. Be careful not to cut your fingers.
- The printable side may be noted on its packaging.

6 Move the end guide to the trailing edge of the paper while pushing its lower part in the direction of the arrows.



Note

Widen the gap with both hands.

7 Push the drawer straight into the equipment slowly until it stops.

⚠ CAUTION

Do not catch your fingers in the drawer when closing it.
This could cause injury.

Register the paper size into the equipment.
When you load paper in the drawer for the first time, register the paper size. Be sure to register it correctly, otherwise it could cause a paper misfeed.
For the registration, see the following pages:
P.24 “Preparation 3 - Registering Paper Size and Type”

Note

Be sure to register the paper size each time you have changed it.

■ Loading paper on the bypass tray

Note

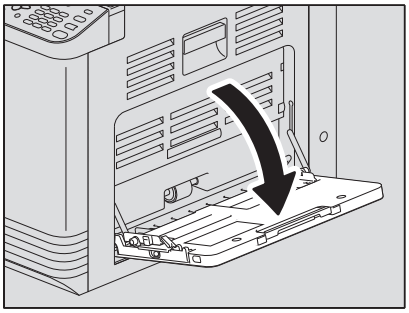
The contents of the original(s) are rotated when copied on paper of the following sizes fed from the bypass tray.
A/B format: A3, A4-R, A5-R, B4, B5-R, FOLIO
LT format: LD, LG, LT-R, ST-R, COMP, 13"LG, 8.5"SQ
K format: 8K, 16K-R

For example, to copy an A5-size original, place the original on the original glass in A5 portrait orientation and paper on the bypass tray in A5 landscape orientation (A5-R).

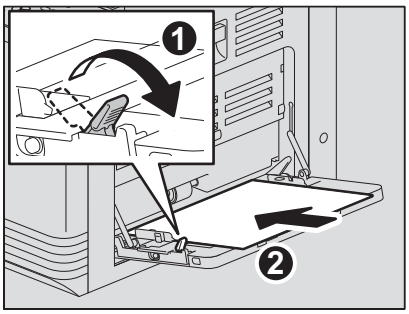
To enlarge an A4-size original to A3, place the original on the original glass in A4 portrait orientation and A3 paper on the bypass tray.

The illustrations below are example of loading A4/LT size paper.
For the acceptable paper, see the following pages:
📖 P.15 “Acceptable paper types”

1 Open the bypass tray.



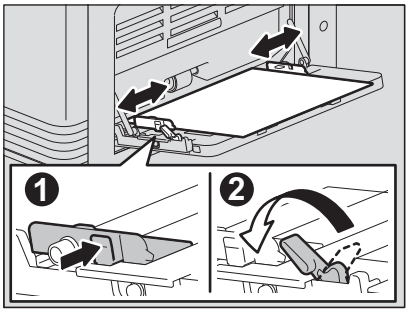
2 Release the lever on the left, and then load paper face down and straight on the bypass tray.



Note

The printable side may be noted on its packaging.

3 Align the side guides with the edges of the paper, and then push back the lever.

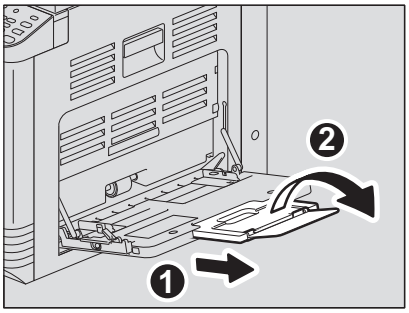


Notes

- Up to 50 sheets of plain paper (80 g/m^2 or 20 lb. Bond) can be loaded. Be sure that the height of the stacked paper does not exceed the indicators of the side guides. If paper other than plain is used, set it one sheet at a time.
- Fan the paper well before loading it on the bypass tray, otherwise multiple feeding could occur. Be careful not to cut your fingers.
- Do not push the paper forcibly into the entrance of the bypass feeder, otherwise it could cause a paper misfeed.

Tip

When you use paper longer than the bypass tray size, pull out the paper holder from the tray, and then open it.



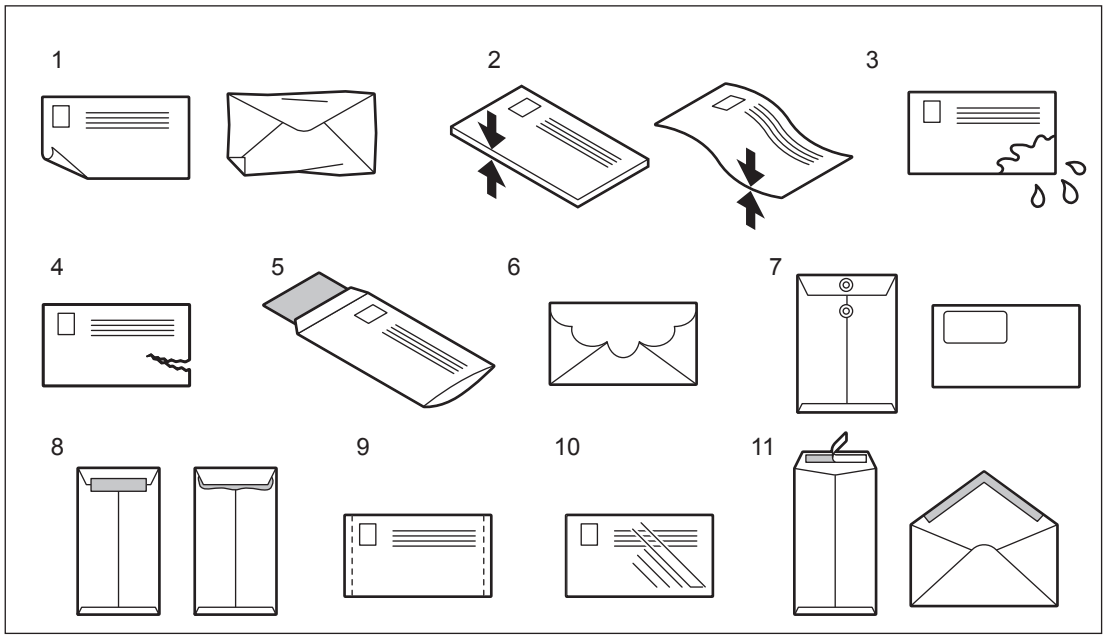
■ Loading an envelope on the bypass tray

For the acceptable envelope sizes, see the following pages:
📖 P.15 “Acceptable paper types”

Notes for using envelopes

Do not use the following envelopes, otherwise they may cause a paper misfeed or damage to the equipment.

1. Badly curled, wrinkled or folded envelopes
2. Extremely thick or thin envelopes
3. Wet or damp envelopes
4. Torn envelopes
5. Envelopes which include the contents
6. Non-standard size envelopes (ones with a special shape)
7. Envelopes with eyelets or windows
8. Envelopes sealed with adhesive paste or tape
9. Partly-opened or perforated envelopes
10. Envelopes with special coating on the surface
11. Envelopes with glue or double-sided adhesive tape

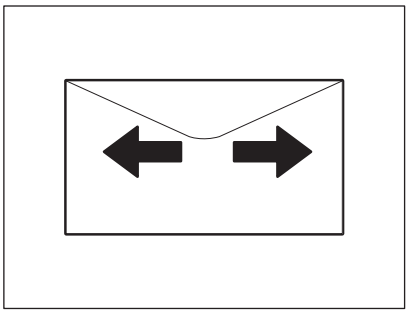


Note

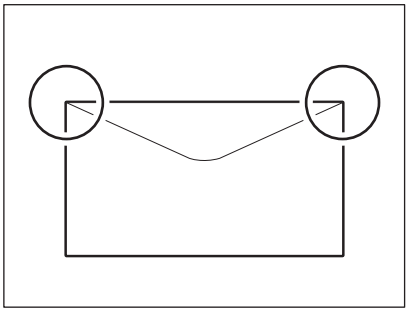
Store envelopes at room temperature and away from heat and moisture.

1 Place an envelope on a flat clean surface and press it with your hands in the arrow directions as shown below to expel air from the inside.

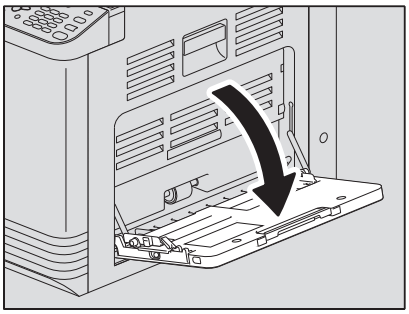
Press it well to prevent the flap from rolling upward.



Correct bent corners of the envelope.

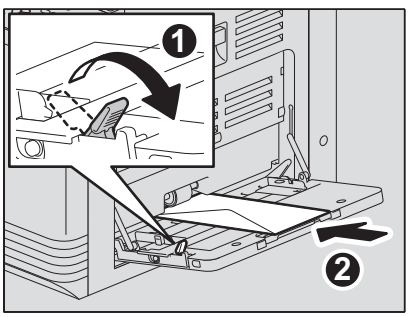


2 Open the bypass tray.



3 Release the lever on the left, and then load the envelope face down on the bypass tray.

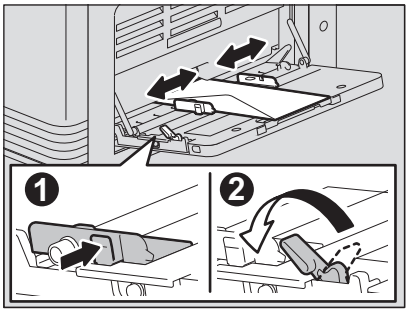
Place the envelope with its flap side at the front as shown below.



Note

Do not copy or print on the back of envelopes, otherwise it may cause a paper misfeed or soil them or the inside of the equipment.

4 Align the side guides to the edges of the envelope, and then push back the lever.



Preparation 3 - Registering Paper Size and Type

When you load or change paper, a pop-up window appears. Follow the instructions to register the items below in the equipment.

- For the drawer: the paper size
- For the bypass tray: the paper size and type

Note

You can also register the paper size for the drawer in the “USER FUNCTIONS” menu.
P.87 “User Functions Menu List”

2

COPY FUNCTIONS

Basic Copy Procedure 26
Acceptable originals 26
Copying originals 27

Copy Settings 33
Adjusting the exposure 33
Selecting the original mode 34
Selecting the paper 35
Enlarging or reducing the copy size 37
Sorting pages 40
Copying two or four pages on each sheet 41
Copying both sides of a card on a sheet 43
Erasing the shadow on edges 44
Shifting the pages to the right or left 45
Adding a page number on the copied paper 46
Confirming the current function settings 47

Basic Copy Procedure

Learn the basic copy procedure in this section. For the other various functions, see the following pages:
🕮 P.33 “Copy Settings”

Make sure that the equipment is ready to copy.
🕮 P.13 “Preparation 1 - Turning Power ON”
🕮 P.15 “Preparation 2 - Loading Paper”
🕮 P.24 “Preparation 3 - Registering Paper Size and Type”

■ Acceptable originals

Acceptable originals differ depending on the setting position. See the table below for more details.
If you are using the Automatic Document Feeder, you can automatically scan a stack of plain paper originals at one time.

Setting position	Type	Maximum size	Acceptable sizes for automatic size detection*1	Maximum number of sheets
Original glass	Plain paper Special paper Booklets	A4 or LT	-	-
Automatic Document Feeder	Plain paper (50 - 104 g/m^2, 13 - 27 lb. Bond)	A3 or LD	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R LT format: LD, LG, LT, LT-R, ST-R, COMP K format: 8K, 16K, 16K-R	50 sheets (80 g/m^2, 20 lb. Bond) (or stack height 9.5 mm)*2

*1 The automatic size detection function is only available when the Automatic Document Feeder is installed.
*2 The maximum number of sheets acceptable varies depending on the type of original.

❑ Maximum number of originals scanned at one time

You can scan up to 50 original sheets at one time. When the number of sheets to be scanned exceeds 50 or the built-in memory in the equipment is full, scanning stops and an error message is displayed on the LCD screen. To copy the data scanned so far, select “PRINT”. To delete them, select “CANCEL JOB”.

❑ Precautions for Automatic Document Feeder

Do not use the following types of original as they may cause a paper misfeed or damage to the equipment:
- Originals that are folded or curled
- Originals with carbon copies
- Originals that have been taped, pasted, or cut-out
- Originals that have been clipped or stapled
- Originals with holes or tears
- Originals that are damp
- Overhead transparencies or tracing paper
- Coated paper (e.g. coated with wax)
- Originals with multiple holes punched (e.g. loose leaf paper)

The following types of originals can be used but need extra care:
- Originals that you cannot slide with your fingers or whose surface is specially treated (they may not be able to be separated from each other at feeding)
- Originals that are folded or curled (should be smoothed out before being used)

When black streaks appear

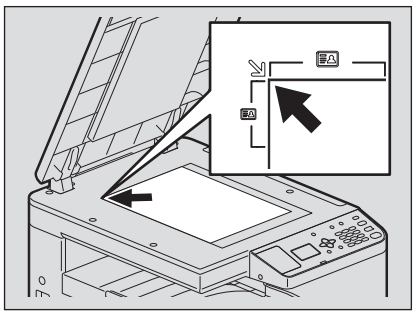
If the scanning area or the guide area is dirty, image problems such as black streaks may occur. Weekly cleaning of these areas is recommended.
🕮 P.104 “Regular Cleaning”

■ Copying originals

Follow the common basic instructions below to make a copy.

1 Place the original(s).

- **Placing originals on the original glass**
  1) Raise the platen cover or the Automatic Document Feeder.
  2) Place the original face down on the original glass.
  3) Align the original with the top-left corner of the original glass.
  4) Lower the platen cover or the Automatic Document Feeder carefully.



⚠ CAUTION

Do not place heavy objects (4 kg/8.8 lb. or over) on the original glass and do not force it down.
It may breaks the glass and could cause injury.

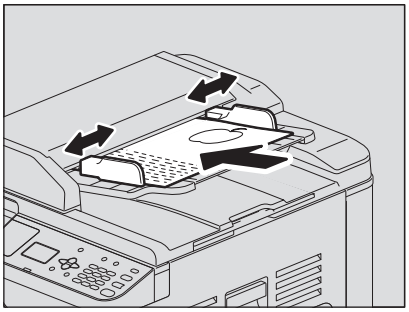
Notes

- When you copy originals with folds or wrinkles, smooth out the folds and wrinkles first. Then, place the original on the original glass and close the platen cover or the Automatic Document Feeder to start copying.
- If a shadow of the folds or wrinkles appears on copies although you smooth out them, adjust the exposure or use the “BACKGROUND ERASE” function.

Tip

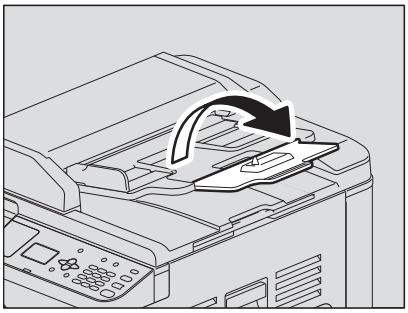
When you use the transparent original such as overhead transparencies and tracing paper, place a blank plain sheet of paper - the same size or a larger sheet - over the original, otherwise the copied image could be stained.

- **Placing originals on the Automatic Document Feeder**
  1) Align all the originals.
  2) Place them face up and align the side guides to the original length.

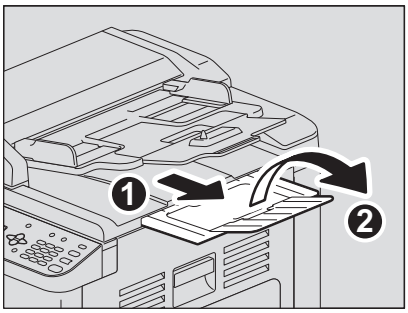


Notes

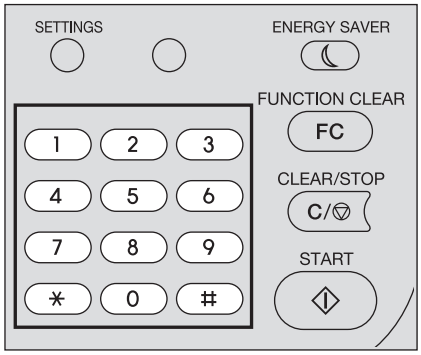
- The top sheet of the originals will be scanned first.
- Do not load more than 50 originals (80 g/m^2, 20 lb. Bond) at once, and make sure the thickness of the stack of originals does not exceed 9.5 mm regardless of their size.
- When placing long originals (A3, B4, A4-R, LD, LG, COMP, or 8K), open the original holder so that the size of the original can be detected correctly.



- To prevent long originals (A3, B4, A4-R, LD, LG, COMP, or 8K) from sliding out when, extend the paper exit stopper and raise the sub-stopper. When you have finished using the stopper, lift it slightly and slide it back in.



2 Enter the number of copies with the digital keys.



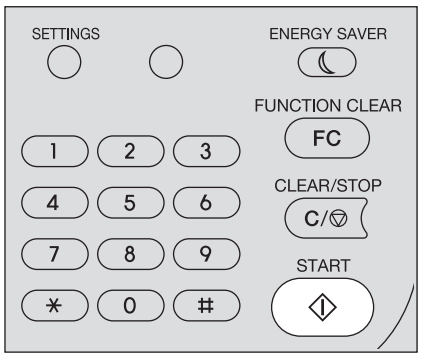
3 Make the copy settings as required.

P.33 “Copy Settings”

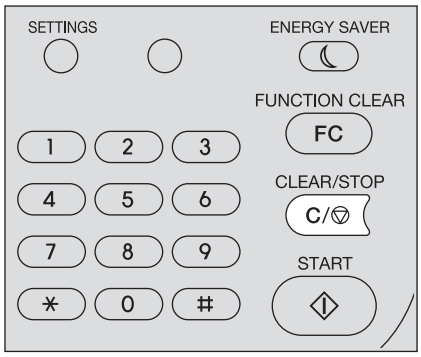
Note

You may not be able to use some combinations of functions.
P.110 “Copying Function Combination Matrix”

4 Press [START] to start copying.



To stop or resume copying, press [CLEAR/STOP] during copying.



Press [OK] or [CANCEL] according to the message displayed on the LCD screen.

When the copying has finished, press [FUNCTION CLEAR] to clear the set copy functions and return to the main screen (Copy).

Notes

- If the paper source runs out of paper, an error message is displayed on the LCD screen and copying stops. Load paper. The equipment automatically resumes copying after approx. 3 seconds have passed.
- The receiving tray can hold up to 100 sheets. If the excessive paper error occurs, the lamp blinks and an error message is displayed on the LCD screen. Remove the paper from the tray and press [START] to resume copying.
- When you use overhead transparencies, remove them one by one every time they are ejected. Otherwise, they could be curled and not be good for projection.

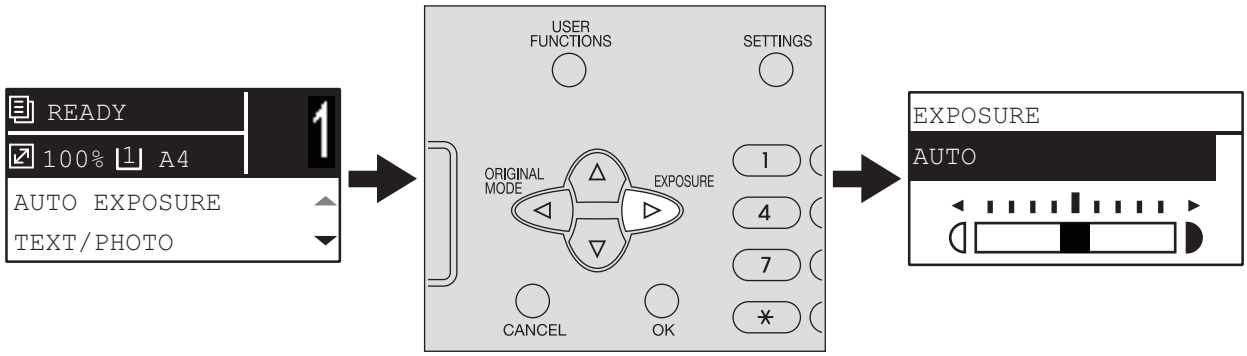
❑ Shortcut keys

You can access some functions by simply pressing a button.
🕮 P.31 “Using the “EXPOSURE” or “ID CARD” function quickly”
🕮 P.32 “Selecting “ORIGINAL MODE” quickly”

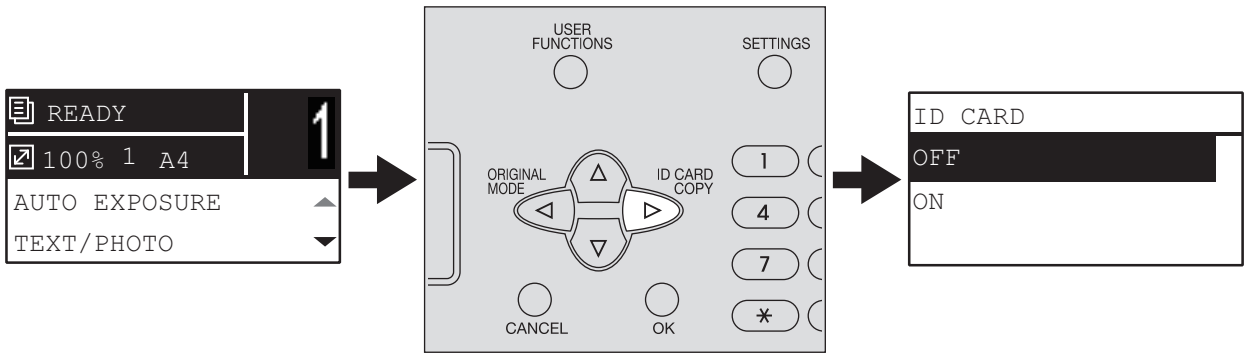
Using the “EXPOSURE” or “ID CARD” function quickly

On the first screen of Copy mode, the ▷ button function varies depending on the region. It can work as the [EXPOSURE] button for Europe and the Americas, or the [ID CARD] button for regions other than Europe and the Americas. Just press the button to access the “EXPOSURE” or “ID CARD” function so that you can change the copy density, or you can copy the front and back of a card on a sheet of paper.
🕮 P.33 “Adjusting the exposure”
🕮 P.43 “Copying both sides of a card on a sheet”

For Europe and the Americas



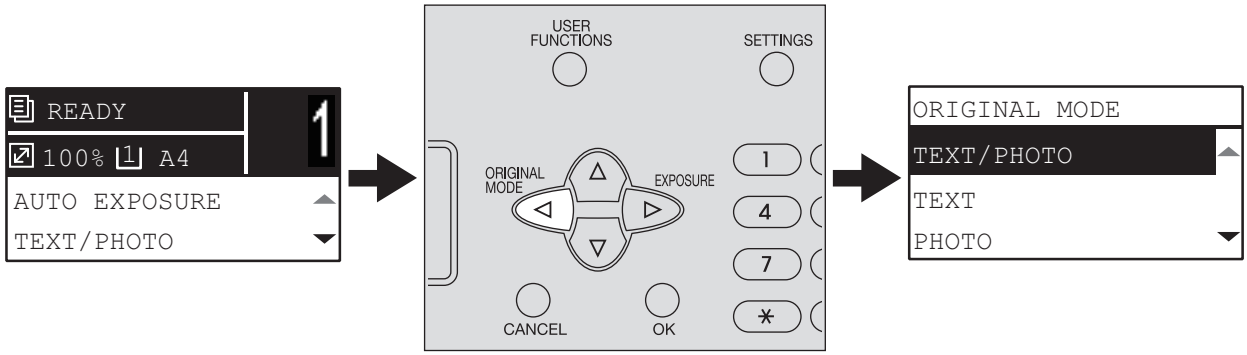
For regions other than Europe and the Americas



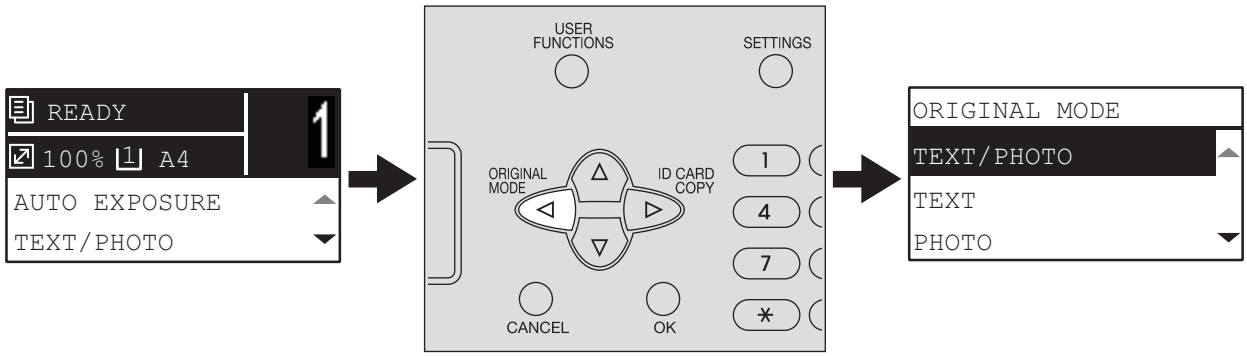
Selecting “ORIGINAL MODE” quickly

On the first screen of Copy mode, the ◁ button can work as the [ORIGINAL MODE] button. Just press the button to access the “ORIGINAL MODE” function so that you can change the original mode.
🕮 P.34 “Selecting the original mode”

For Europe and the Americas



For regions other than Europe and the Americas



Copy Settings

You can make the copy settings on the copy functions menu.

Tip

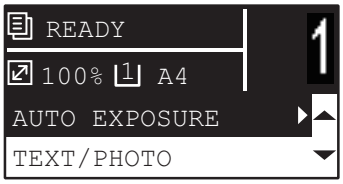
Press [CANCEL] to exit from the setting without making any changes. You can also exit by pressing ◁ if it is active.

■ Adjusting the exposure

You can adjust the density to make copies lighter or darker in nine levels from -4 to +4. The auto density setting can represent the copy image in the middle density status.

Tip

You can directly access this function by pressing ▷. The button operation varies depending on the region.
For Europe and the Americas:
📖 P.31 “Using the “EXPOSURE” or “ID CARD” function quickly”



Menu Functions	Settings	Description
EXPOSURE	**AUTO**	Adjusts the density automatically.
	Manual	Adjusts the density manually.

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item.

3 Adjust the density as follows.

For “AUTO”:
Press [OK].

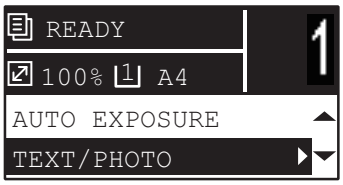
For manual:
1) Press ▷ or ◁ to increase or decrease the density level.
2) Press [OK].

■ Selecting the original mode

You can select suitable original image to copy.

Tip

You can directly access this function by pressing ◁.
📖 P.32 “Selecting “ORIGINAL MODE” quickly”



Menu Functions	Settings	Description
ORIGINAL MODE	**TEXT/PHOTO**	Text and photographs mixed.
	TEXT	Text only or text and fine illustration only.
	PHOTO	Photographs only.
	BACKGROUND ERASE	Dark background is placed.

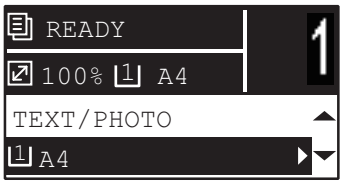
1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

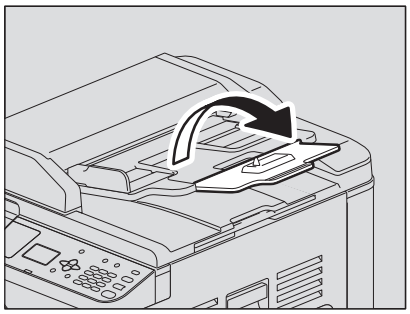
2 Press ▽ or △ to select the setting item, and then press [OK].

■ Selecting the paper

You can select the paper source in which the paper of the desired size and type is loaded.
📖 P.15 “Acceptable paper types”

❑ Selecting the paper source



Menu Functions	Settings	Description
DRAWER	**Drawer 1 XX**	Uses the drawer as the paper source. The variable “XX” indicates the paper size.
	Bypass XX	Uses the bypass tray as the paper source. Available only when the paper is loaded on the bypass tray. The variable “XX” indicates the paper size.
	APS	Automatic Paper Selection. Detects the size of the original and selects paper of the same size automatically. Available only when the original is placed on the Automatic Document Feeder.
	Notes • This function may not work properly for totally dark originals or originals with dark borders. • When placing long originals (A3, B4, A4-R, LD, LG, COMP, or 8K), open the original holder so that the size of the original can be detected correctly.  Tip For the detectable original sizes, see the following page: 📖 P.26 “Acceptable originals”	

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item.

To select the paper size:

1) Press ▷.
2) Press ▽ or △ to select the paper size, and then press [OK].

To accept the setting:

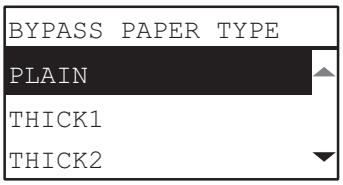
Press [OK].

❑ Selecting the bypass tray automatically

When you load paper into the bypass tray, the paper source automatically changes from the drawer to the bypass tray. The LCD screen automatically changes so that you can easily set the paper size and type for the bypass tray.

1 Press ▽ or △ to select the paper size, and then press [OK].

2 Press ▽ or △ to select the paper type, and then press [OK].



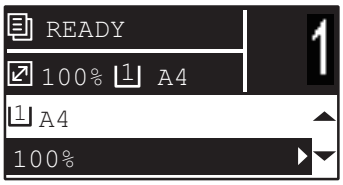
Remove the paper from the bypass tray after copying is finished. The paper source automatically changes back to the drawer.

■ Enlarging or reducing the copy size

You can enlarge or reduce the size of copies in the following three ways.

- Specify the ratio manually (P.37)
- Select a fixed zoom ratio (P.38)
- Automatic Magnification Selection (AMS) (P.39)

❑ Specifying the ratio manually



Menu Functions	Settings		Description
ZOOM	Manual zoom (25 - **100** - 400%)		Adjusts the ratio manually.
	FIXED ZOOM	**A/B format:** 71% (A4 -> A5), 141% (A4 -> A3), 200% (A5 -> A3), 300%, 400% **LT format:** 65% (LT -> ST), 100% (LT -> LG), 129% (LT -> LD / ST-> LT), 154% (ST -> LG), 200% (ST -> LD), 300%, 400% **K format:** 71% (A4 -> A5), 76% (16K -> A5), 91% (A4 -> 16K), 108% (16K -> A4), 129% (A4 -> 8K / A5 -> 16K), 138% (16K -> 8K), 141% (A4 -> A3 / A5 -> A4), 152% (16K -> A3), 182% (A5 -> 8K), 200% (A5 -> A3), 300%, 400%	📖 P.38 “Selecting a fixed zoom ratio”
	AMS		📖 P.39 “Automatic magnification selection (AMS)”

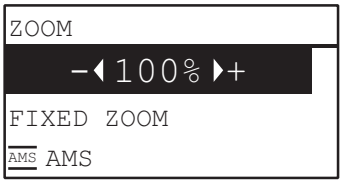
1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item for manual zoom.

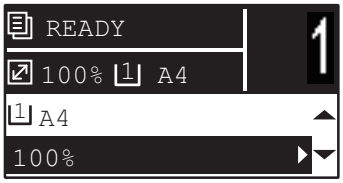
When manual zoom is already selected, this step is not necessary.

3 Press ▷ or ◁ to increase or decrease the zoom ratio, and then press [OK].

You can keep pressing the button to adjust the ratio quickly.



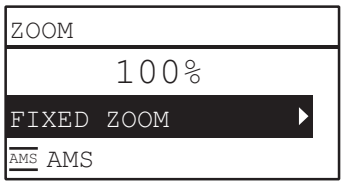
❑ Selecting a fixed zoom ratio



Menu Functions	Settings		Description
ZOOM	Manual zoom (25 - **100** - 400%)		🕮 P.37 “Specifying the ratio manually”
	FIXED ZOOM	**A/B format:** 71% (A4 -> A5), 141% (A4 -> A3), 200% (A5 -> A3), 300%, 400% **LT format:** 65% (LT -> ST), 100% (LT -> LG), 129% (LT -> LD / ST-> LT), 154% (ST -> LG), 200% (ST -> LD), 300%, 400% **K format:** 71% (A4 -> A5), 76% (16K -> A5), 91% (A4 -> 16K), 108% (16K -> A4), 129% (A4 -> 8K / A5 -> 16K), 138% (16K -> 8K), 141% (A4 -> A3 / A5 -> A4), 152% (16K -> A3), 182% (A5 -> 8K), 200% (A5 -> A3), 300%, 400%	Selects a fixed zoom ratio.
	AMS		🕮 P.39 “Automatic magnification selection (AMS)”

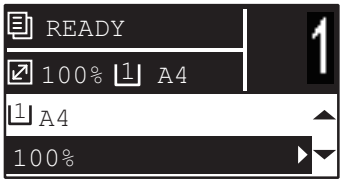
1 **Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.**

2 **Press ▽ or △ to select “FIXED ZOOM”, and then press ▷.**



3 **Press ▽ or △ to select a zoom ratio, and then press [OK].**

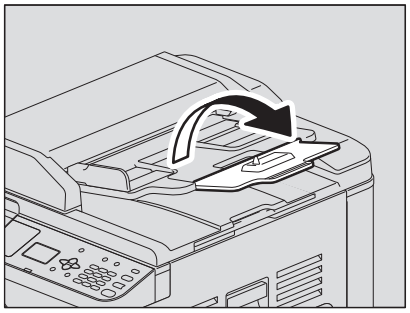
❑ Automatic magnification selection (AMS)



Menu Functions	Settings		Description
ZOOM	Manual zoom (25 - **100** - 400%)		P.37 “Specifying the ratio manually”
	FIXED ZOOM	**A/B format:** 71% (A4 -> A5), 141% (A4 -> A3), 200% (A5 -> A3), 300%, 400% **LT format:** 65% (LT -> ST), 100% (LT -> LG), 129% (LT -> LD / ST-> LT), 154% (ST -> LG), 200% (ST -> LD), 300%, 400% **K format:** 71% (A4 -> A5), 76% (16K -> A5), 91% (A4 -> 16K), 108% (16K -> A4), 129% (A4 -> 8K / A5 -> 16K), 138% (16K -> 8K), 141% (A4 -> A3 / A5 -> A4), 152% (16K -> A3), 182% (A5 -> 8K), 200% (A5 -> A3), 300%, 400%	P.38 “Selecting a fixed zoom ratio”
	AMS		Detects the size of the original and automatically sets the optimum zoom ratio for the paper size. Available only when the original is placed on the Automatic Document Feeder.

Notes

- This function may not work properly for totally dark originals or originals with dark borders.
- When placing long originals (A3, B4, A4-R, LD, LG, COMP, or 8K), open the original holder so that the size of the original can be detected correctly.

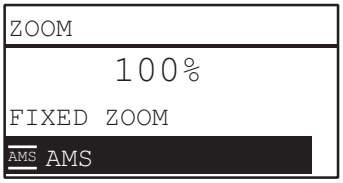


Tip

For the detectable original sizes, see the following page:
P.26 “Acceptable originals”

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

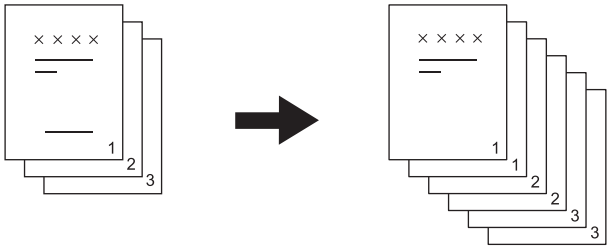
2 Press ▽ or △ to select “AMS”, and then press [OK].



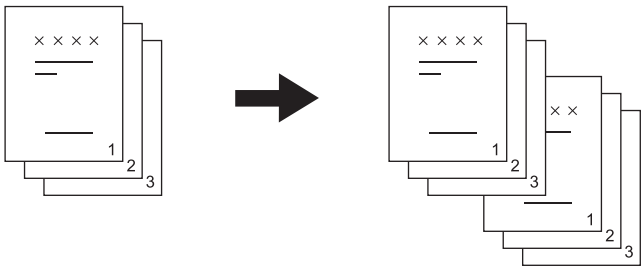
■ Sorting pages

You can sort a number of copied pages in the same order as the original.

NON SORT: Not to sort the copied pages. All copies of the first page are ejected first and then all copies of subsequent pages are ejected in sequence.

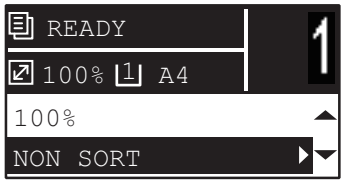


SORT: Sorts the copied pages in the same order as the original and eject all sets of copies in the same orientation.



Tip

When an original is placed on the Automatic Document Feeder, “SORT” is automatically set.



Menu Functions	Settings
FINISHING	**NON SORT**
	SORT

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item, and then press [OK].

3 Specify the number of copies to “2” or more.

🕮 P.27 “Copying originals”

When placing the original on the original glass

After the first original is scanned, the LCD screen shows “NEXT ORIGINAL?”.
Make sure that “SCAN NEXT PAGE” is selected, place the next original on the original glass, and then press [OK] or [START]. When all the originals have been scanned, select “FINISHED”, and then press [OK] or [START] to start copying the scanned originals.

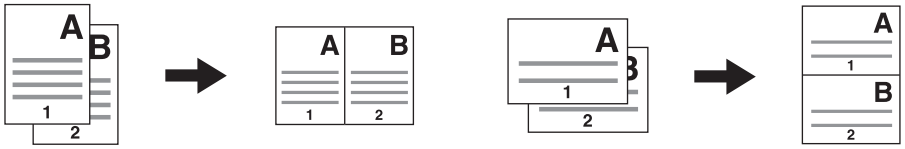
Note

“CANCEL JOB?” is displayed if there is no operation for a certain period.

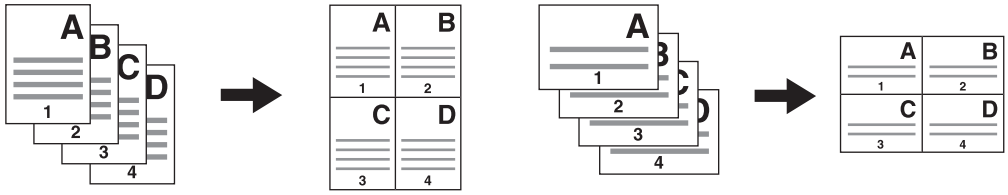
■ Copying two or four pages on each sheet

You can copy two or four original pages on each sheet of paper.

OFF: Disables this function.
2IN1: Copies two pages on a sheet of paper.



4IN1: Copies four pages on a sheet of paper.

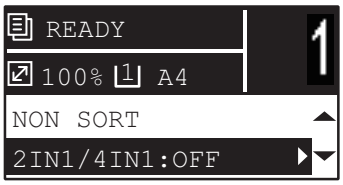


Notes

- You need to make settings to use the “2IN1/4IN1” function from “USER FUNCTIONS” - “COPY” - “2IN1/4IN1”.
  📖 P.88 “User functions menu items”
- This function is not available for some paper sizes. If you have set the unavailable sizes, the LCD screen shows the error message and you cannot use this function.
  📖 P.15 “Preparation 2 - Loading Paper”
  📖 P.24 “Preparation 3 - Registering Paper Size and Type”

Tip

When an original is placed on the Automatic Document Feeder, “APS” or “AMS” is automatically set.
📖 P.35 “Selecting the paper”
📖 P.37 “Enlarging or reducing the copy size”



Menu Functions	Settings
2IN1/4IN1	**OFF**
	2IN1
	4IN1

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item, and then press [OK] or ▷.

3 Follow the instructions on the LCD screen to use the "2IN1/4IN1" function. You are instructed to make the following settings.

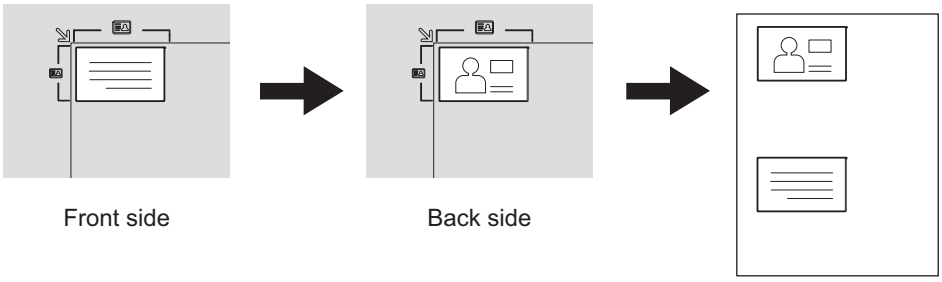
- **ORIGINAL SIZE**
  Press ▽ or △ to select the size of the original.
- **ORIG. ORIENTATION**
  Press ▷ or ◁ to select the portrait or landscape orientation of the original.
- **SET ORIGINAL**
  Place the originals as shown on the LCD screen. Make sure that you place the original in the same orientation as the one selected in "ORIG. ORIENTATION".
- **NEXT ORIGINAL?**
  When you place the original on the original glass, this message appears. Press ▽ or △ to select "SCAN NEXT PAGE". Select "FINISHED" when you have finished scanning your originals.

Note

"CANCEL JOB?" is displayed if there is no operation for a certain period.

■ Copying both sides of a card on a sheet

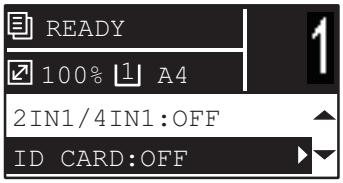
You can copy the front and back of a card on a sheet of paper.



Front side Back side

Tip

You can directly access this function by pressing ▷. The button operation varies depending on the region.
For regions other than Europe and the Americas:
P.31 “Using the “EXPOSURE” or “ID CARD” function quickly”



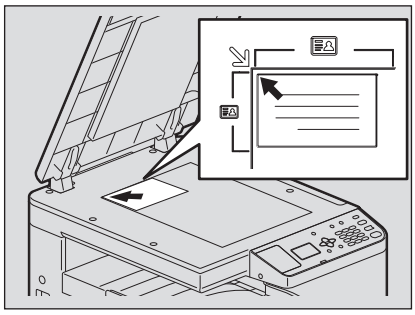
Menu Functions	Settings
ID CARD	OFF
	ON

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item, and then press [OK].

3 Follow the instructions on the LCD screen to use the “ON” function. You are instructed to make the following settings.

- **SET FRONT OF ID CARD**
  Place the front of a card face down on the original glass, and then press [START].
  Make sure that you place the card in a landscape orientation within the frame of the original scale.



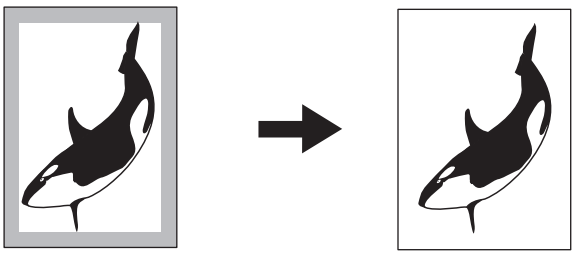
- **SET BACK OF ID CARD**
  Turn over the card and place the back surface face down on the original glass, and then press [START].

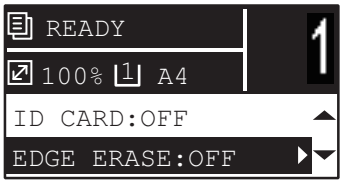
Note

“CANCEL JOB?” is displayed if there is no operation for a certain period.

■ Erasing the shadow on edges

You can erase the shadow on the edges of copies. When you copy thick books, you can erase the surrounding shadow with this function. The area to erase can be changed from 4 mm to 15 mm (0.2" to 0.6") in increments of 1 mm (0.04").





Menu Functions	Settings
EDGE ERASE	**OFF**
	ON

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item.

3 Set the setting as follows.

For "OFF":
Press [OK].

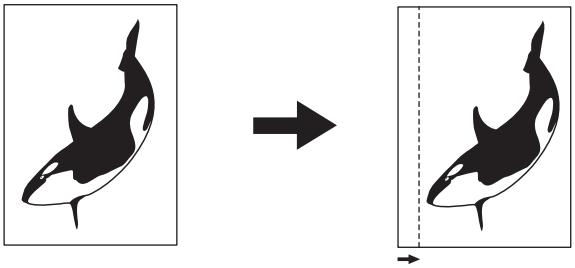
For "ON":
1) Press ▷ or ◁ to increase or decrease the value for the area to erase.
2) Press [OK].

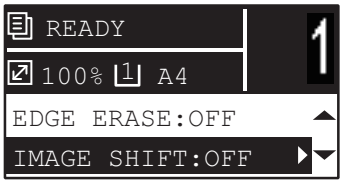
Tip

If you just press [OK] for "ON", the default value of this function is used.

■ Shifting the pages to the right or left

You can shift pages to the right or left. The shifted area can be used as a margin for punching holes or stapling. The margin can be changed from 4 mm to 15 mm (0.2" to 0.6") in increments of 1 mm (0.04").





Menu Functions	Settings
IMAGE SHIFT	OFF
	LEFT MARGIN
	RIGHT MARGIN

1 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.

2 Press ▽ or △ to select the setting item.

3 Set the setting as follows.

For "OFF":

Press [OK].

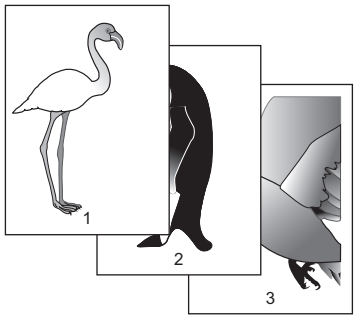
For "LEFT MARGIN" or "RIGHT MARGIN":

1) Press ▷ or ◁ to increase or decrease the value for the margin.
2) Press [OK].

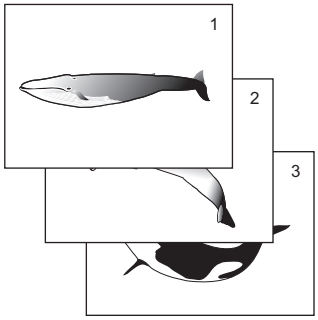
■ Adding a page number on the copied paper

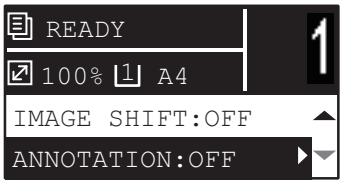
You can add a page number on the copied paper.

Printed at the bottom center of a portrait copy



Printed at the top right of a landscape copy





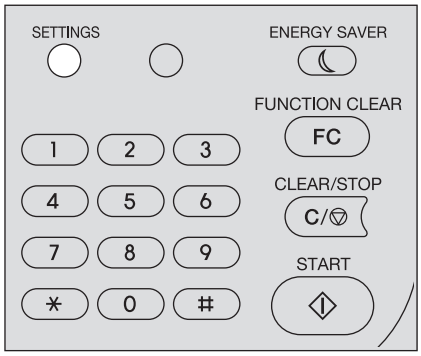
Menu Functions	Settings
ANNOTATION	**OFF**
	PAGE NO.

1 **Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.**

2 **Press ▽ or △ to select the setting item, and then press [OK].**

■ Confirming the current function settings

1 **Press [SETTINGS].**



2 **Press ▽ or △ to scroll through the menu.**

For details on the displayed functions and settings, see the pages below.

📖 P.86 “Copy menu items”

3 **When you are finished with confirmation, press [SETTINGS] again.**

3

PRINT FUNCTIONS

Before Using the Printer Driver..... 50
Configuring the options 50
Printing From Application 55
Considerations and limitations.....55
How to print 55
Setting Up Print Options..... 57
How to set up 57
Print options 60
Printing With Best Functions for Your Needs 71
Layout and finishing options in [Basic] tab menu 71
Layout and finishing options in [Finishing] tab menu.....72
Finishing options in [Effect] tab menu.....75

Before Using the Printer Driver

Before printing, you have to configure the following options:

- Configuration Settings
  To use devices installed in this equipment, you must first configure their options on the [Configuration] tab of the printer driver.
  P.50 “Configuring the options”

■ Configuring the options

To use this equipment properly, you need to save the configuration of the device options on the [Configuration] tab after you installed the printer drivers.

❑ Configuring options manually

Setting the [Configuration] tab manually

Note

You need to log in to Windows with the “Administrator” privilege.

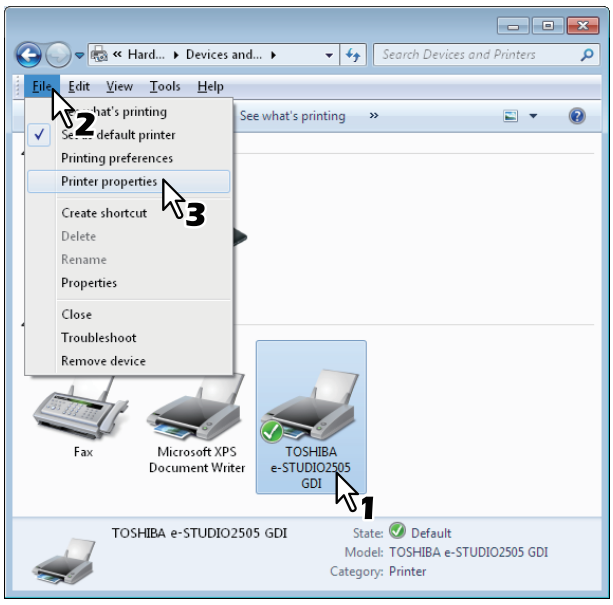
1 Click [Start] and select [Devices and Printers].
The Printers folder appears.

Tips

- For Windows Vista or Windows Server 2008
  Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows XP or Windows Server 2003
  Click [Start] and select [Printers and Faxes].
- For Windows 8 or Windows Server 2012, see the procedures in the following section.
  P.53 “Accessing the printers folder on Windows 8 / Windows Server 2012”

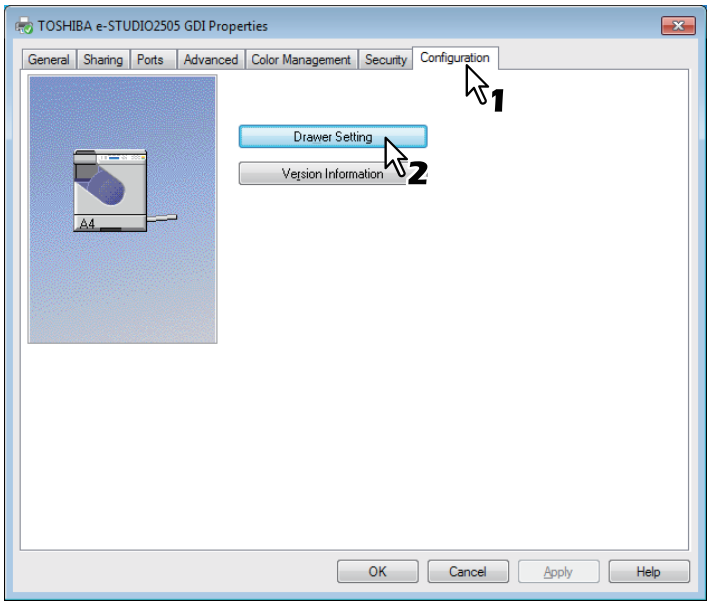
2 Select your printer, and then click [Printer properties] in the [File] menu.

The printer driver properties dialog box appears.



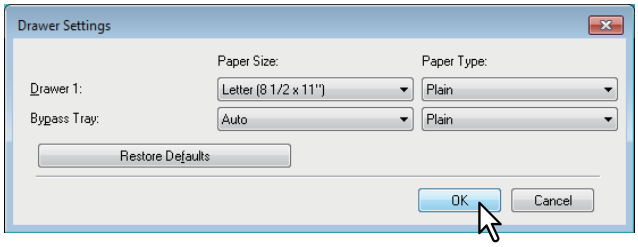
- For Windows XP / Windows Vista / Windows Server 2003 / Windows Server 2008, click [Properties] in the [File] menu and select your printer.
- If the [File] menu is not displayed, press [Alt].
- If the dialog box displayed does not allow the printer driver properties to be changed, follow the procedure below.
  - For Windows Vista, click [Run as administrator] and [Properties] in the [File] menu.
    If the password entry screen appears, enter the administrator password.
    The [User Account Control] dialog box appears. Click [Continue].
  - For Windows 7, some tab menus have a button in the printer driver properties. To change the properties, click on it. If the properties cannot be changed, ask your system administrator.

3 Display the [Configuration] tab menu, and click [Drawer Settings].



The [Drawer Settings] dialog box appears.

4 Set the following options and click [OK].



Drawer 1 — Select the size of paper that is loaded in the Drawer. The paper type for the drawer is fixed to “Plain”.
Bypass Tray — Select the size and type of paper that is loaded in the Bypass Tray.

Tips

- Setup items differ depending on the model and the option configuration.
- For more information about each item, see the descriptions about the Drawer Settings.
P.70 “Drawer Settings”

5 Click [Apply] or [OK] to save settings.

Accessing the printers folder on Windows 8 / Windows Server 2012

Follow the steps below to access the printers folder on Windows 8 / Windows Server 2012.

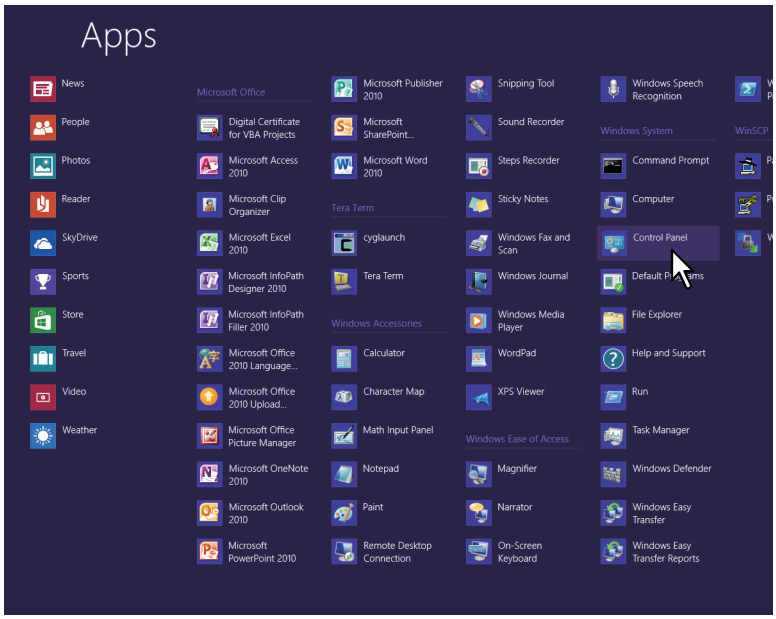
1 Move the cursor to the upper right corner or lower right corner of the computer screen, and then select [Start] in the menu that appears.

The [Start] screen appears.

2 Right-click in the blank area in the [Start] screen, and then click [All apps] that appears.

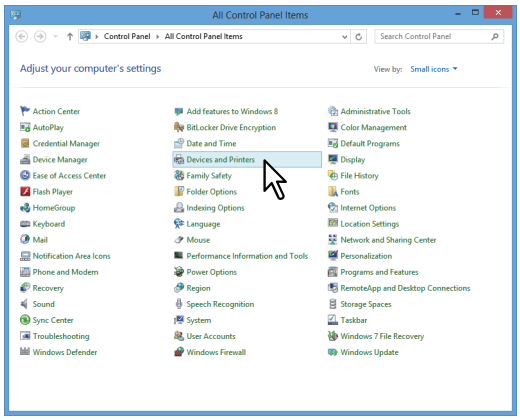
The [Apps] screen appears.

3 Click [Control Panel].



The [All Control Panel Items] screen appears.

4 Click [Devices and Printers].



The [Devices and Printers] folder appears.

Printing From Application

This section describes how to print a document from application.
P.55 “Considerations and limitations”
P.55 “How to print”

■ Considerations and limitations

- Some print options can be set from both the application and the printer driver, such as collation. If the collation is set from the application, documents may not be properly printed. If that happens, use the printer driver to set the collation. Depending on the application, some print options such as the orientation need to be set from the application. For print options that can be set from both the application and the driver, refer to the manual of the application.
- When you print from your PC while another user uses the equipment for copying, the printing starts after approx. 30 seconds have passed since another user finishes the operation for copying.

■ How to print

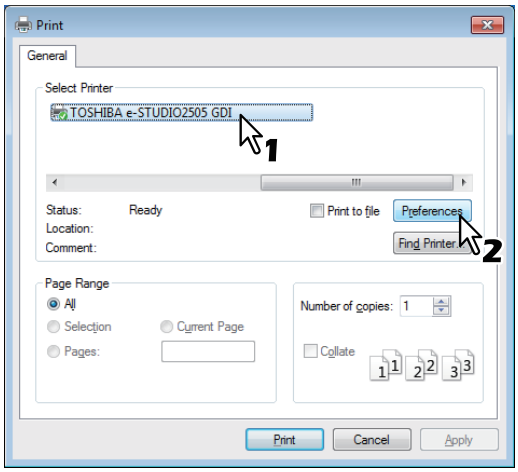
Once you have installed the printer driver and configured it properly, you can print directly from most Windows applications. Simply choose the Print command from your application.
You can print using the various functions by setting print options on the printer driver.

Printing from Windows applications

The following describes an example for printing from Notepad on Windows 7.

1 **Open a file and select [Print] from the application’s [File] menu.**
The [Print] dialog box appears.

2 **Select your printer, and then click [Preferences].**

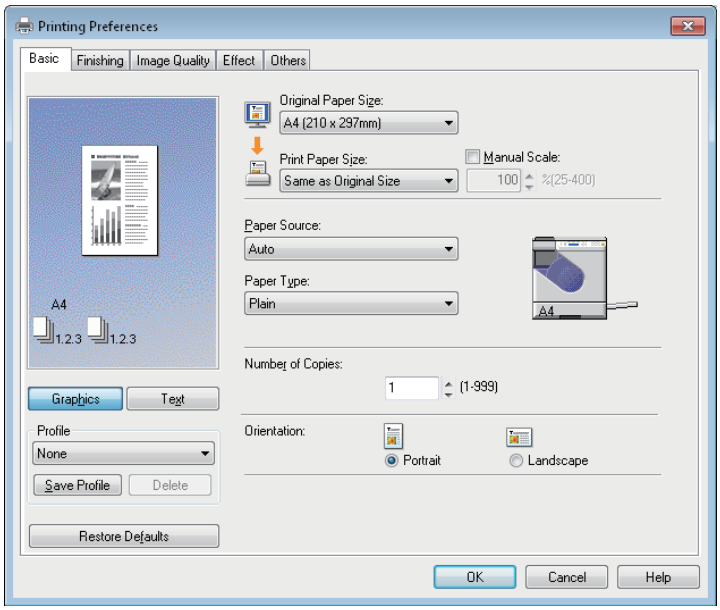


The printing preferences dialog box appears.

Tip

The procedures for displaying the properties dialog for the printer driver may be different depending on the application that you are using. See your application’s manual about displaying the printer properties dialog box.

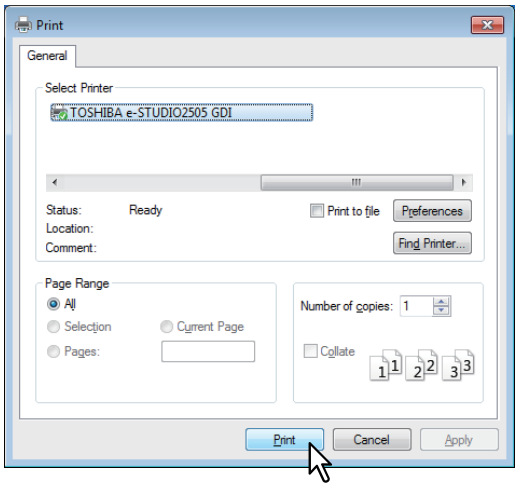
3 **Setting the print options on each tab according to how you want to print.**



- Setting the print options varies depending on how you want to print a document.
  P.60 “Print options”

4 **Click [OK] to save the settings.**

5 **Click [Print] to print a document.**



Setting Up Print Options

Print Options are the attributes you set to define the way a print job is processed.

Tip

To find the printing instructions for your specific needs, see the procedures in the following section.
P.71 “Printing With Best Functions for Your Needs”

■ How to set up

There are several ways to set print options. How the settings affect printing varies depending on the way you set the options. The tabs displayed also vary depending on how you display the printer properties.

❑ Setting initial values of print options

Setting the print options by displaying the printer properties from the Printers folder within the Windows Start menu will establish the initial values of the options. For example, the paper size setting you most commonly use, user information settings, etc., are settings you will not want to change every time you print. It is convenient to set these options as initial values.

How to display:

1 Click [Start] and select [Devices and Printers].

Tips

- For Windows Vista or Windows Server 2008
  Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows XP or Windows Server 2003
  Click [Start] and select [Printers and Faxes].
- For Windows 8 or Windows Server 2012, see the procedures in the following section.
  P.53 “Accessing the printers folder on Windows 8 / Windows Server 2012”

2 Select your printer, and then click [Printing preferences] in the [File] menu.

❑ Setting print options for each print job

The print options that are set in properties dialog box, which can be accessed from the [Print] dialog box of the application, are only applied to the current print job, so once you close the application, the options will be invalid.

How to display:

1 Click the [File] menu and select [Print] on application.

2 Select your printer, and then click [Preferences].

❑ Setting print options using profiles

Using profiles, you can save the print settings or apply the saved settings to a print job.

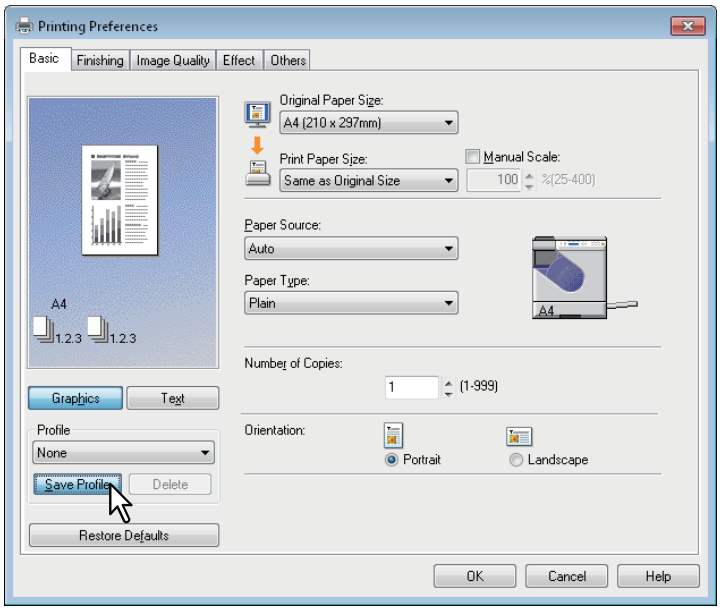
In order to print a document using profiles, you must first create the saved profile.
🕮 P.58 “Saving profile”
Once you save a profile, you can apply its settings to a print job.
🕮 P.59 “Loading profile”
You can also delete unnecessary profiles.
🕮 P.59 “Deleting profile”

Saving profile

You can register up to 20 profiles for each printer driver.

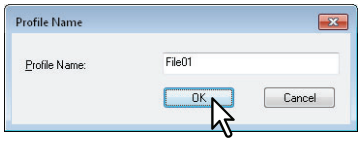
1 **Configure the print options on each tab.**
Setting the print options varies depending on how you want to print a document.
🕮 P.60 “Print options”

2 **Click [Save Profile] in the Profile group.**



The [Profile Name] dialog box appears.

3 **Enter the profile name and click [OK].**



The file name must be up to 63 characters long.

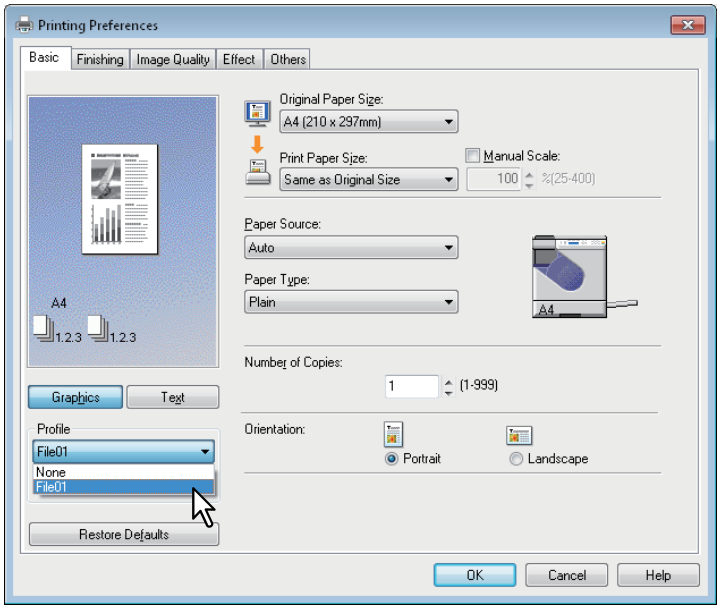
Tips

- If you enter an existing profile name, you are prompted to confirm whether you want to overwrite it. If you want, click [OK].
- If you try to save more than 20 profiles, a dialog box notifying you that no more can be saved appears, then the 21st profile is saved as a temporary profile. If you want to register this temporary profile, delete unnecessary profiles first, and then select [Temporary Profile] to recall this profile and click [Save Profile] to save it.
- You cannot specify [None] for the profile name.

4 **The profile is saved.**

Loading profile

1 Select a profile in the [Profile] box.



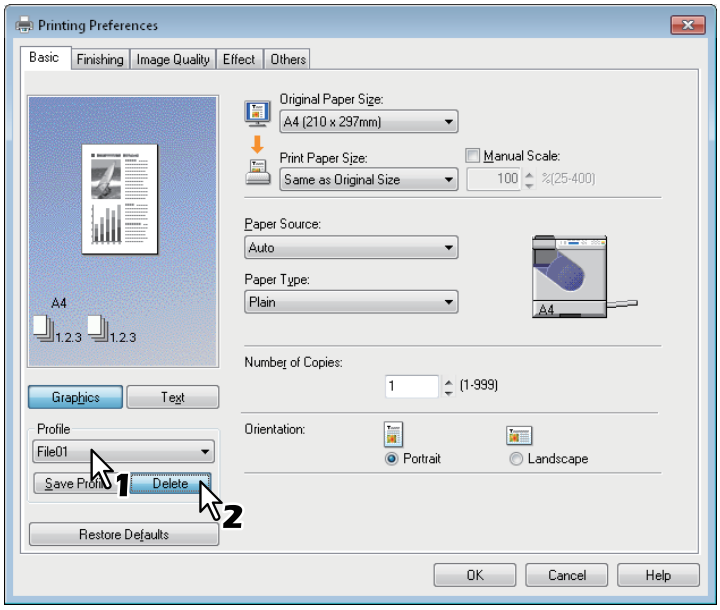
The setting options in the profile are reflected on each tab.

Note

To restore the default settings after you select the profile, click [Restore Defaults] on each tab. Selecting [None] on the [Profile] box will not restore them.

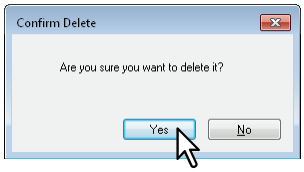
Deleting profile

1 Select the profile that you want to delete in the [Profile] box, and click [Delete].



The [Confirm Delete] dialog box appears.

2 Click [Yes] to delete the selected profile.



■ Print options

This section describes print options in each tab of the printer driver. This section will help you to find the description of specific print options, or understand their individual functions.

Tip

The following tabs are the setting items which depend on the OS. For their setting procedures and details, refer to the Operator's Manual or the Help of the OS to be used.

- [General] tab
- [Sharing] tab
- [Ports] tab
- [Advanced] tab
- [Color Management] tab
- [Security] tab

How to display:

1 Click [Start] and select [Devices and Printers].

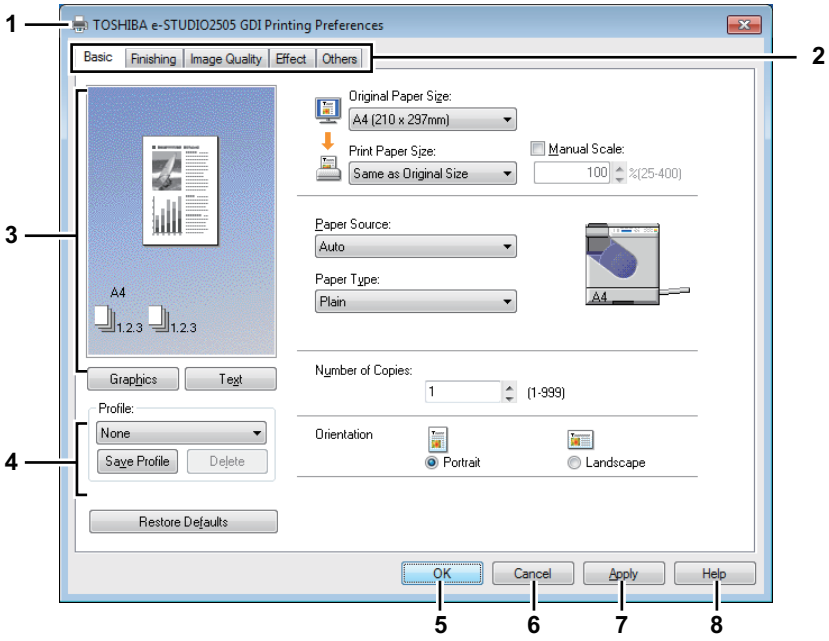
The Printers folder appears.

Tips

- For Windows Vista or Windows Server 2008
  Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows XP or Windows Server 2003
  Click [Start] and select [Printers and Faxes].

2 Select your printer, and then click [Printing preferences] in the [File] menu.

- If the [File] menu is not displayed, press [Alt].
- The printing preferences dialog box appears.



1) Printer Name

Displays the name given to the printer driver when it was installed, or the name it displays on the icon in the Printer folder.

2) **Menu Tabs**
The menu items of the printer driver are displayed as tabs. Clicking on a tab will display the contents of the selected tab. The tabs displayed vary depending on the way the print properties are displayed.
- **[Basic] tab**
Contains basic print operation settings, such as original paper size, print paper size, paper source, paper type, orientation, and so on.
📖 P.62 “[Basic] tab”
- **[Finishing] tab**
Allows you to enable sort printing and N-up printing.
📖 P.64 “[Finishing] tab”
- **[Image Quality] tab**
Allows you to select how images are printed. You can easily select appropriate image quality depending on the type of job being printed.
📖 P.66 “[Image Quality] tab”
- **[Effect] tab**
Contains print options that add the effects to your print jobs such as Watermarks, and so on.
📖 P.67 “[Effect] tab”
- **[Others] tab**
Contains special features such as toner save, and so on.
📖 P.69 “[Others] tab”
- **[Configuration] tab**
Allows you to configure the device options of the equipment. This tab is only displayed when the printer properties are accessed from the Printers folder.
📖 P.70 “[Configuration] tab”

3) **Preview window**
In the Preview window, you can preview how a document will be printed under the current settings of the printer driver. The image of a page to which the set print options are applied is displayed.

4) **Profile**
Print option settings can be saved on your memory. You can save print option settings by clicking [Save Profile] and easily load a setting file by selecting a profile name in the box.
📖 P.58 “Setting print options using profiles”

5) **[OK]**
Enters the input settings and complete the print option settings.

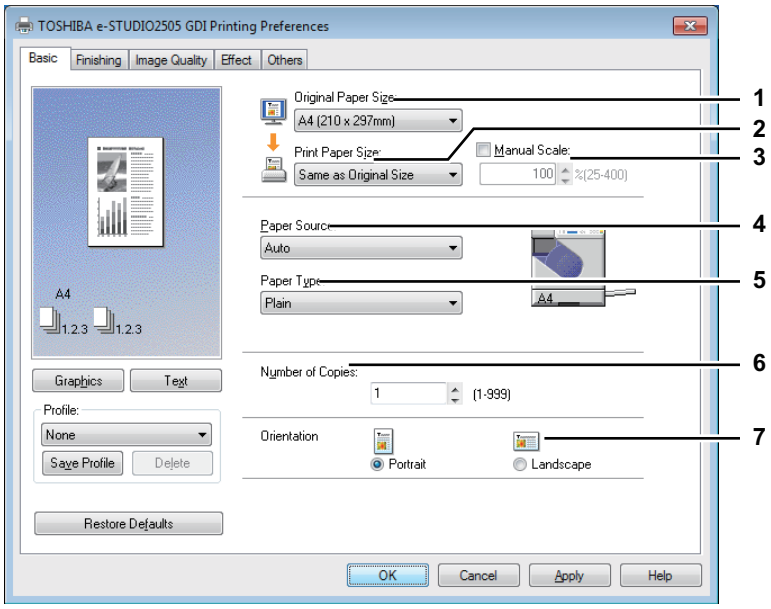
6) **[Cancel]**
Cancels the input settings and exit the print option settings.

7) **[Apply]**
Enters the input settings without closing the print option settings. This button is only displayed when the printer properties are accessed from the Printers folder. This button remains grayed out until a setting is changed.

8) **[Help]**
Opens the Help for the printer driver.

❑ [Basic] tab

The [Basic] tab contains basic print operation settings, such as the original paper size, print paper size, paper source, paper type, orientation, and so on.



1) Original Paper Size

Selects the size of a document to be printed.

Available original paper sizes are listed below:

- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- A3 (297 x 420 mm)
- B4 (257 x 364 mm)
- B5 (182 x 257 mm)
- Folio (210 x 330 mm)
- Letter (8 1/2 x 11")
- Legal (8 1/2 x 14")
- Ledger (11 x 17")
- Statement (5 1/2 x 8 1/2")
- Computer (10 1/8 x 14")
- 13"LG (8 1/2 x 13")
- 8.5"SQ (8 1/2 x 8 1/2")
- 16K (195 x 270 mm)
- 8K (270 x 390 mm)
- Env-Com10 (4 1/8 x 9 1/2")
- Env-Monarch (3 7/8 x 7 1/2")
- Envelope DL (110 x 220 mm)
- Envelope Cho-3 (120 x 235 mm)
- Envelope You-4 (105 x 235 mm)
- Env-C4 (9.02 x 12.76")
- Env-C5 (6.38 x 9.02")

Notes

- The default paper size will be [Letter] or [A4] according to the regional setting in the Windows.
- Setup items differ depending on the model.

2) Print Paper Size

Enlarges or reduces a page image to fit exactly in the selected paper size. If you do not wish to enable enlarge or reduce printing, select [Same as Original Size].

3) Manual Scale

Enter the scale manually to enlarge or reduce an image. The ratio can be set at between 25 and 400%.

Tip

For detailed instructions on how to print with the [Manual Scale] setting, see the following page:
📖 P.71 “Fitting images within paper size”

4) Paper Source

Selects a paper source to print a job in the most suitable paper size. The figure on the right indicates the paper size set for each paper source. When you select a paper source, the chosen one is indicated with a green square in the figure.

- **Auto** — Automatically selects the paper set in this equipment according to the printed document size.
- **Drawer 1** — Paper is fed from the Drawer.
- **Bypass Tray** — Paper is fed from the Bypass Tray.

Note

The selectable values vary depending on the devices installed in this equipment and their configuration on the [Configuration] tab.

5) Paper Type

Sets the media type of the paper.

- **Plain** — Printing on plain paper.
- **Thick1** — Printing on thick 1 paper.
- **Thick2** — Printing on thick 2 paper.
- **Transparency** — Printing on transparent sheets.
- **Thin** — Printing on the back side of thin paper.

Notes

- The applicable paper weight for each paper type differs depending on the model. For details of the paper weight, refer to the corresponding document.
- When [Drawer 1] is selected in the [Paper Source] box, only [Plain] can be chosen in the [Paper Type] box.
- When [Envelope] is selected in the [Print Paper Size] box, [Envelope] will be displayed and you cannot change the paper type.
- Setup items differ depending on the model.

6) Number of Copies

Sets the number of printed copies. This can be set at between 1 and 999.

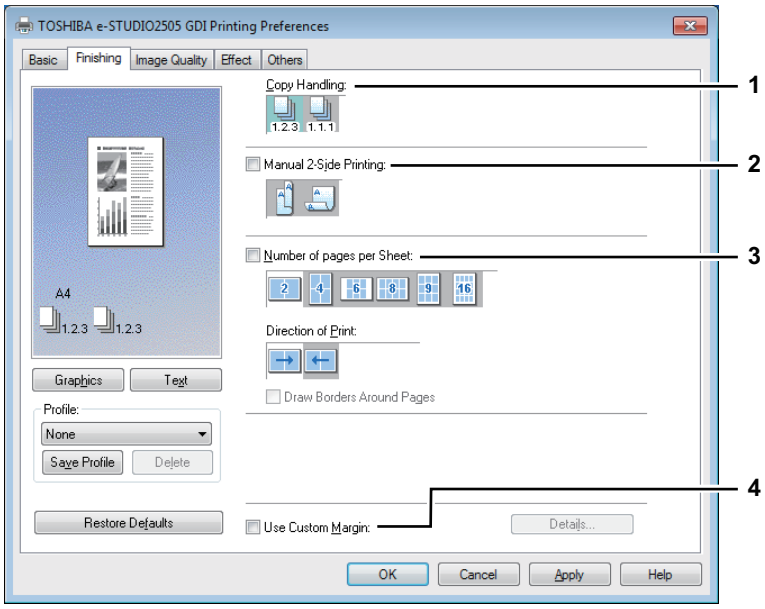
7) Orientation

Sets the paper printing direction.

- **Portrait** — The document is printed in the portrait direction.
- **Landscape** — The document is printed in the landscape direction.

❑ [Finishing] tab

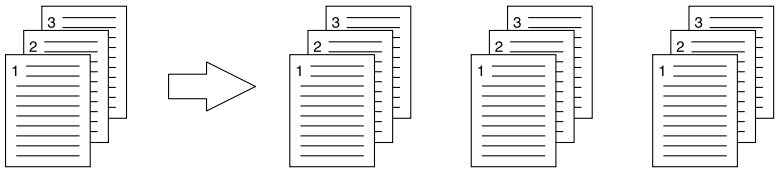
The [Finishing] tab allows you to enable sort printing and N-up printing.



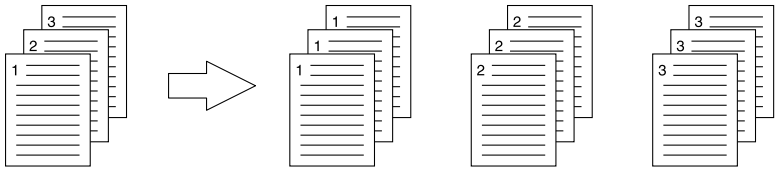
1) Copy Handling

Sets how to sort the printed sheets when numerous copies are made for printing.

- **Sort Copies** — Select this for sort-printing (1, 2, 3... 1, 2, 3...).



- **Group Copies** — Select this for group-printing (1, 1, 1... 2, 2, 2... 3, 3, 3...).



Note

[Group Copies] can be selected only when more than 1 copy is entered at the Number of Copies option.

Tip

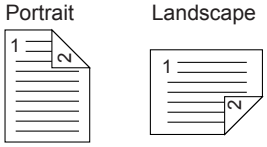
For the detailed instructions on how to print with the [Copy Handling] setting, see the following page:
📖 P.72 “Sort printing”

2) Manual 2-Side Printing

This option enables you to select the binding position and print on both sides of paper manually. After all front sides of paper are printed, turn over the document and press the [START] button to print all back sides.

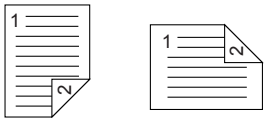
- **None** — Clear the check box if you do not want to print on both sides of paper.
- **Long Edge** — Select this to print on both sides of the paper with a margin on the long edge.

Portrait Landscape



- **Short Edge** — Select this to print on both sides of the paper with a margin on the short edge.

Portrait Landscape



Note

Be sure to select the following settings on the Basic tab to use this print option:

- Any paper size other than envelopes from the “Print Paper Size” list. You cannot use envelopes.
- “Bypass Tray” from the “Paper Source” list. You need to load paper manually from the bypass tray.
- “Plain” from the “Paper Type” list. You cannot use other paper sizes.

3) Number of pages per Sheet

Sets the printing of multiple pages on one sheet. The pages are reduced to fit the selected paper size automatically and printed.

- **2 pages** — Prints images from 2 pages arranged on one sheet.
- **4 pages** — Prints images from 4 pages arranged on one sheet.
- **6 pages** — Prints images from 6 pages arranged on one sheet.
- **8 pages** — Prints images from 8 pages arranged on one sheet.
- **9 pages** — Prints images from 9 pages arranged on one sheet.
- **16 pages** — Prints images from 16 pages arranged on one sheet.

Direction of Print

Sets how the pages are arranged on one sheet.

- **Left to Right** — Arranges pages horizontally from the left and printed top to bottom on one sheet.
- **Right to Left** — Arranges pages horizontally from the right and printed top to bottom on one sheet.
- **Left to Right by column** — Arranges pages vertically from the top and printed left to right on one sheet.
- **Right to Left by column** — Arranges pages vertically from the top and printed right to left on one sheet.

Draw Borders Around Pages

Prints borders around each page.

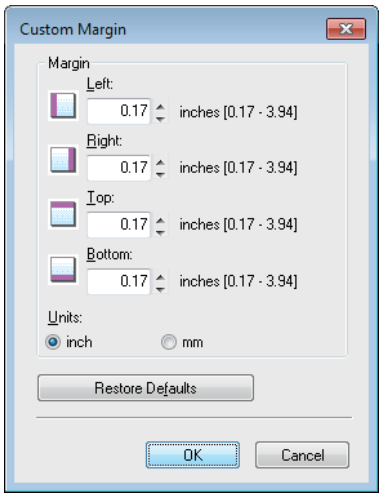
Tip

For the detailed instructions on how to print with the [Number of pages per Sheet] setting, see the following page:
📖 P.74 “Printing several pages on one sheet”

4) Use Custom Margin

This option enables you to set the custom margins. You usually set margins in your application. If you cannot set them in the application, use this option. Select the check box and click “Details” to open the dialog box. Select “Units”, set the right, left, top, and bottom margins, and then click [OK] to enable them.

- **Margin** — Enter the value from 4.2 mm to 100 mm/ 0.17 inches to 3.94 inches.
- **Units** — Select the unit, “inch” or “mm”, for values.
- **Restore Defaults** — Click this button to restore the margins to the default settings.

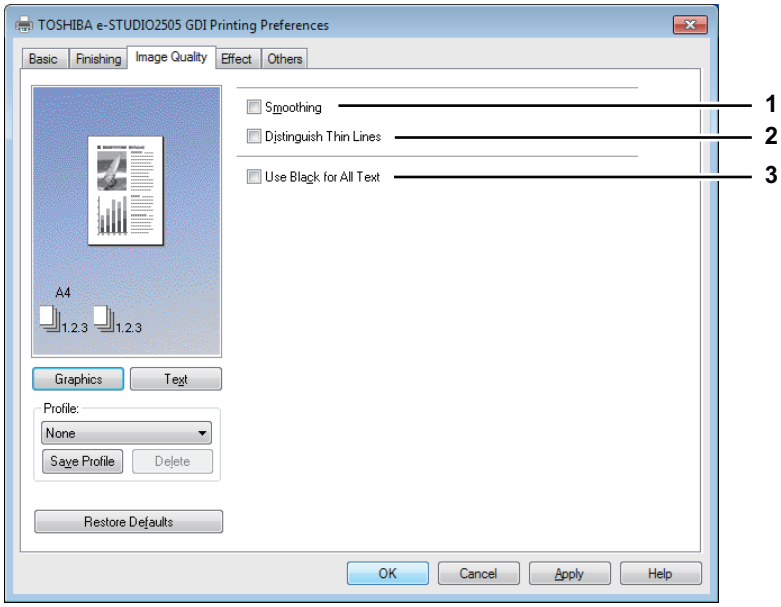


Note

If the application has the function to set margins, be sure to set them in the application.

❑ [Image Quality] tab

The [Image Quality] tab allows you to select how images are printed. You can easily select the appropriate image quality depending on the type of document.



1) Smoothing

Prints texts and graphics smoothly.

2) Distinguish Thin Lines

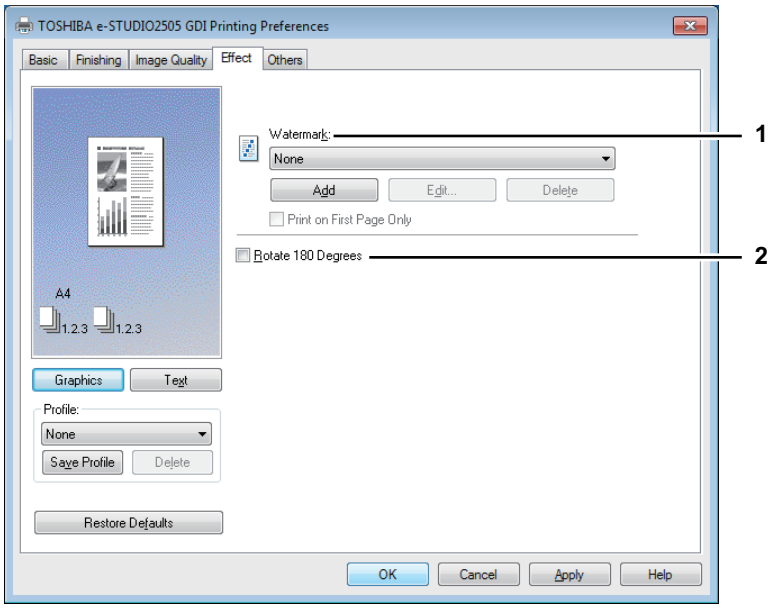
Select this check box to print thin lines clearly.

3) Use Black for All Text

Prints all texts in 100% black except white texts.

❑ [Effect] tab

The [Effect] tab contains print options that add effects to your print jobs such as Watermarks and Rotate printing.



1) Watermark

Selects the watermark to be used or edited. The following values except [None] are the default watermarks that have been registered in the printer driver. Up to 20 new watermarks can be added in this box.

- **None** — Select this if no watermark is desired.

The following default watermarks are also displayed in the box:

- TOP SECRET
- CONFIDENTIAL
- DRAFT
- ORIGINAL
- COPY

Tip

For the detailed instructions on how to print with the [Watermark] setting, see the following page:
🕮 P.75 “Printing with watermarks”

[Add]

Creates a new watermark. The [Watermark] dialog box appears when you click on this.
🕮 P.68 “Add/Edit Watermark”

[Edit]

Select a watermark from the [Watermark] box and click it to edit the watermark. The [Watermark] dialog box appears when you click on this.
🕮 P.68 “Add/Edit Watermark”

[Delete]

Select a watermark from the [Watermark] box and click it to delete a watermark.
🕮 P.77 “Deleting a watermark”

Notes

- The default watermarks can be deleted but, once deleted, they cannot be restored.
- [None] cannot be deleted.

Print on First Page Only

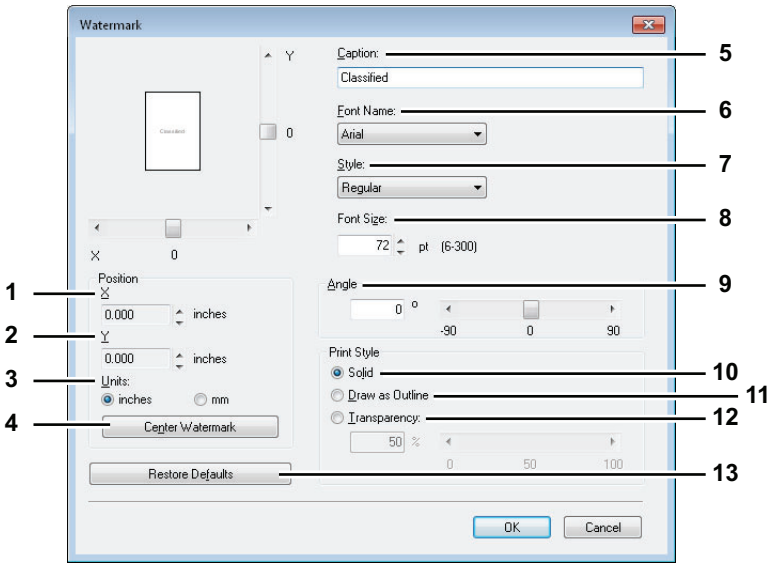
Prints a watermark on the first page only. This setting will become available when any watermark is selected from the [Watermark] box.

2) Rotate 180 Degrees

Performs rotation printing of an image.

Add/Edit Watermark

When you click [Add] or [Edit], the [Watermark] dialog box appears and you can create new watermark or edit selected watermarks.



1) X Position
The horizontal position of the watermark is displayed. You can change the position using the horizontal scroll bar.

2) Y Position
The vertical position of the watermark is displayed. You can change the position using the vertical scroll bar.

3) Units
Select the unit for the “X Position” and “Y Position” field.

4) [Center Watermark]
Click this to automatically move the watermark position to the center.

5) Caption
Enter the text of a watermark. You can enter up to 63 characters.
When you are editing a watermark, the selected watermark text is displayed in the box.
The entered text is displayed as the sample image on the left.

6) Font Name
Select the font to be used for the watermark text.

7) Style
Select the font style for the watermark text.
- **Regular** — Sets the regular style to the text.
- **Bold** — Sets the bold style to the text.
- **Italic** — Sets the italic style to the text.
- **Bold Italic** — Sets the bold and italic style to the text.

8) Font Size
Enter the font size for the watermark text. The font size can be set from 6 to 300 pt in units of 1 pt.

9) Angle
Enter the degree of angle for rotating the watermark text. The angle can be set from -90 to 90 degrees in units of 1 degree. You can also set the degree of the angle by moving the scroll bar.

10) Solid
Prints a solid type of watermark.

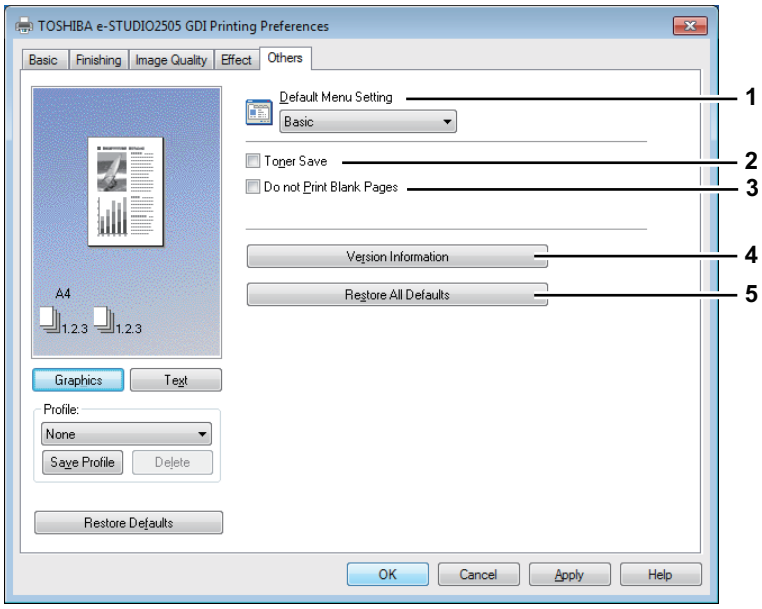
11) Draw as Outline
Prints a outline type of watermark.

12) Transparency
Prints a transparent watermark. When you select this, set the brightness from 0 (darker) to 100% (lighter) in units of 1%. You can also set the brightness using the scroll bar.

13) [Restore Defaults]
Restores the settings displayed in the [Watermark] dialog box to the original factory defaults.

❑ [Others] tab

The [Others] tab contains print options such as toner saving, and so on.



1) Default Menu Setting

Select the default tab that is displayed when you open the printing preferences of the printer driver. Set frequently used functions as a default menu setting for your convenience.

Note

If you made settings on the [Others] tab menu from the print setting page of the application, they are restored to the defaults when you close the printer driver.
If you want to resume the settings, set the printer driver from the [Devices and Printers] folder.
📖 P.57 “Setting initial values of print options”

2) Toner Save

Prints in the toner save mode.

Note

When the toner save mode is enabled, printing may become lighter.

3) Do not Print Blank Pages

Select this check box to ignore blank pages for printing.

Notes

- If the watermark option is enabled, all pages are printed even when the content is blank.
- If the blank pages have a header or footer, they are printed.

4) Version Information

Click this button to show the version of the printer driver.

5) Restore All Defaults

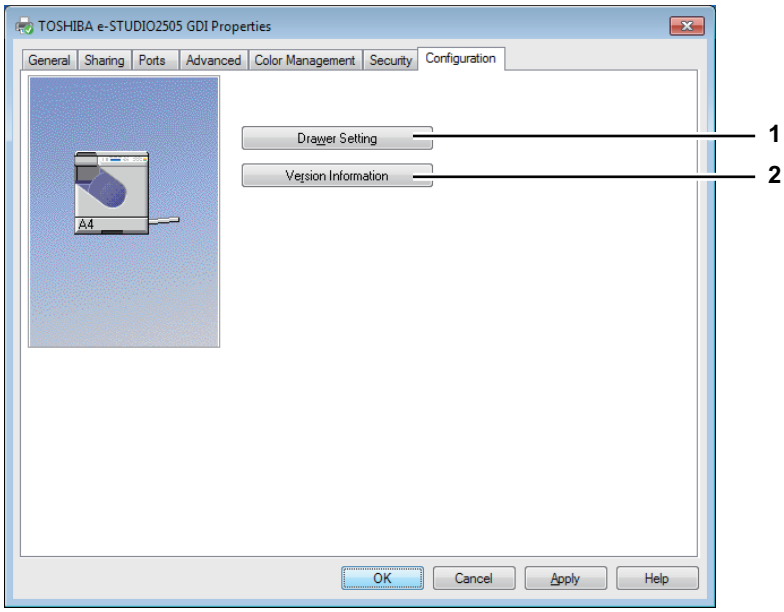
Click this button to restore all print options to the default settings.
Click [OK] on the confirmation dialog box to start restoring or [Cancel] to stop it.

❑ [Configuration] tab

The [Configuration] tab allows you to configure options. When any optional unit is installed in this equipment, set the configuration of the machine on this tab. The [Configuration] tab can be displayed only from the Printers folder (and not when displaying the properties from the application's print dialog box).

Note

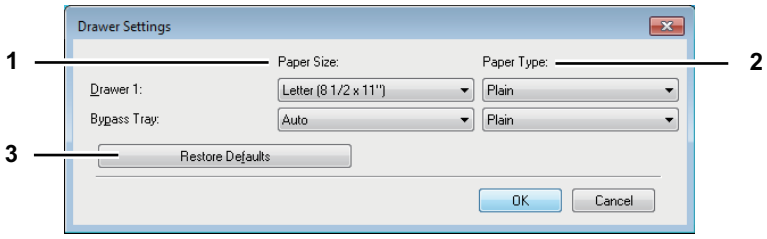
In order to set the [Configuration] tab, you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer], Windows XP / Windows Server 2003: [Printers and Faxes]). For detailed instructions on how to set the [Configuration] tab, see the following page:
📖 P.50 "Configuring options manually"



1) **[Drawer Settings]**
Sets the paper size and paper type of each drawer. The [Drawer Settings] dialog box appears by clicking this.
📖 P.70 "Drawer Settings"

2) **[Version Information]**
Displays the [Version Information] dialog box.

Drawer Settings



1) **Paper Size**
Select the paper size set in each drawer.

2) **Paper Type**
Select the paper type set in each drawer.

3) **[Restore Defaults]**
Restores the configuration of this equipment displayed in the [Configuration] tab menu to the original factory defaults.

Printing With Best Functions for Your Needs

In this section, procedures are given to print various types of print jobs, using the layout and finishing options. Read this section before starting printing and select the procedure best suited for your needs.
📖 P.71 “Layout and finishing options in [Basic] tab menu”
📖 P.72 “Layout and finishing options in [Finishing] tab menu”
📖 P.75 “Finishing options in [Effect] tab menu”

■ Layout and finishing options in [Basic] tab menu

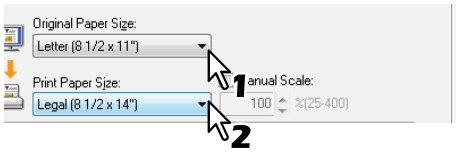
Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Basic] tab menu are explained.
📖 P.71 “Fitting images within paper size”

❑ Fitting images within paper size

Automatically enlarges or reduces an image to fit into a specified paper size, or manually set the scale to enlarge or reduce it.

Printing enlarged or reduced image to fit the specified paper size

1. **Display the [Basic] tab menu.**
2. **Select the document size on the [Original Paper Size] box. Then select the paper size that you want to print at the [Print Paper Size] box.**

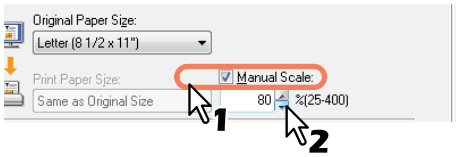


The document image is automatically enlarged or reduced depending on the original paper size and print paper size.

3. **Set any other print options and click [OK].**
4. **Click [OK] or [Print] to send the print job.**

Printing an enlarged or reduced image by specifying the scale manually

1. **Display the [Basic] tab menu.**
2. **Check the [Manual Scale] box. Then enter the scale.**



The scale can be set from 25% to 400% in units of 1%.

3. **Set any other print options and click [OK].**
4. **Click [OK] or [Print] to send the print job.**

■ Layout and finishing options in [Finishing] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Finishing] tab menu are explained.
📖 P.72 “Sort printing”
📖 P.74 “Printing several pages on one sheet”

❑ Sort printing

Selects how multiple copies of a document to be output, such as separately for each copy and grouping each page.

Sorting printed documents according to the copies

1. **Display the [Basic] tab menu.**
2. **Enter the number of copies to be printed at the [Number of Copies] box.**

3. **Display the [Finishing] tab menu.**
4. **Select [Sort Copies] icon at [Copy Handling].**

5. **Set any other print options and click [OK].**
6. **Click [OK] or [Print] to send the print job.**

Sorting printed documents according to the pages

For example, assume that you have a three-page job (A, B, C) and you want three copies of each page in this order (AAA, BBB, CCC).

1. **Display the [Basic] tab menu.**
2. **Enter the number of copies to be printed at the [Number of Copies] box.**

3. **Display the [Finishing] tab menu.**
4. **Select [Group Copies] icon at [Copy Handling].**

5. **Set any other print options and click [OK].**
6. **Click [OK] or [Print] to send the print job.**

❑ Printing on both sides of paper

You can print on both sides of paper. Be sure to load the paper, which you specify at step 1, on the bypass tray in advance.

1 Open the [Basic] tab to select the following settings.

- Any paper size other than envelopes from the Print Paper Size list. You cannot use envelopes.
- “Bypass Tray” from the Paper Source list. You need to load paper manually from the bypass tray.
- “Plain” from the Paper Type list. You cannot use other paper sizes.

2 Open the [Finishing] tab, select the [Manual 2-Side Printing] check box, and select the binding position icon.

Long Edge — Select this to print on both sides of the paper with a margin on the long edge.
Short Edge — Select this to print on both sides of the paper with a margin on the short edge.

3 Set other necessary print options and click [OK].

4 Click [OK] or [Print] to start the print job.

After all front sides of paper are printed, turn over the document and press the [START] button to print all back sides. After printing, you can bind the document at the specified position.

❑ Printing several pages on one sheet

Prints several pages of a document on one sheet of paper (N-up feature). This feature is very useful for browsing a large number of pages for appearance or page order.
For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up is not only convenient but conserves paper as well.

Printing multiple pages per sheet

1 **Display the [Finishing] tab menu.**

2 **Select how many pages you want to print on a single sheet at the [Number of pages per Sheet] box.**

2 pages — Prints images from 2 pages arranged on one sheet.
4 pages — Prints images from 4 pages arranged on one sheet.
6 pages — Prints images from 6 pages arranged on one sheet.
8 pages — Prints images from 8 pages arranged on one sheet.
9 pages — Prints images from 9 pages arranged on one sheet.
16 pages — Prints images from 16 pages arranged on one sheet.

3 **Select how the pages are arranged on one sheet in the [Direction of Print] option.**

Left to Right — Arranges pages horizontally from the left and printed top to bottom on one sheet.
Right to Left — Arranges pages horizontally from the right and printed top to bottom on one sheet.
Left to Right by column — Arranges pages vertically from the top and printed left to right on one sheet.
Right to Left by column — Arranges pages vertically from the top and printed right to left on one sheet.

Tip

Items that can be selected in [Direction of Print] may vary depending on the number of pages selected at the [Number of pages per Sheet] box.

4 **If you want to draw a line around each page, select the [Draw Borders Around Pages] check box.**

5 **Set any other print options and click [OK].**

6 **Click [OK] or [Print] to send the print job.**

■ Finishing options in [Effect] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Effect] tab menu are explained.
📖 P.75 “Printing with watermarks”

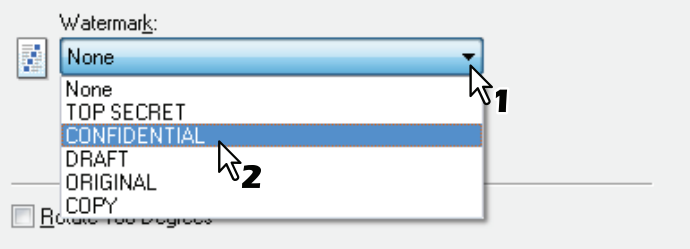
❑ Printing with watermarks

Watermarks overprint your document with useful information, such as [TOP SECRET], [CONFIDENTIAL], [DRAFT], [ORIGINAL], or [COPY]. You can choose from several predefined watermarks or you can create and save your own custom watermarks.
Watermarks are text only.

Printing a watermark

1 Display the [Effect] tab menu.

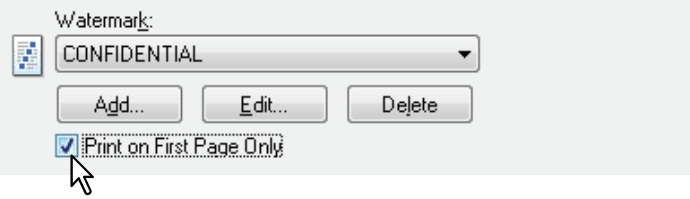
2 Select the watermark to be printed at the [Watermark] box.



Note

You can create a new watermark if there is none you want to apply on the box.
📖 P.76 “Creating or editing a watermark”

3 If you want to print the watermark on only the first page, select the [Print on First Page Only] check box.

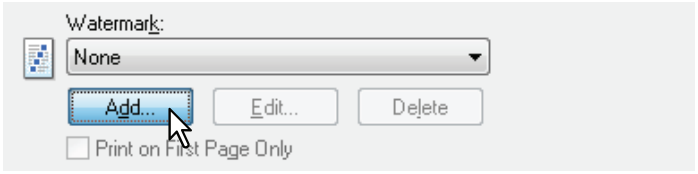


4 Set any other print options and click [OK].

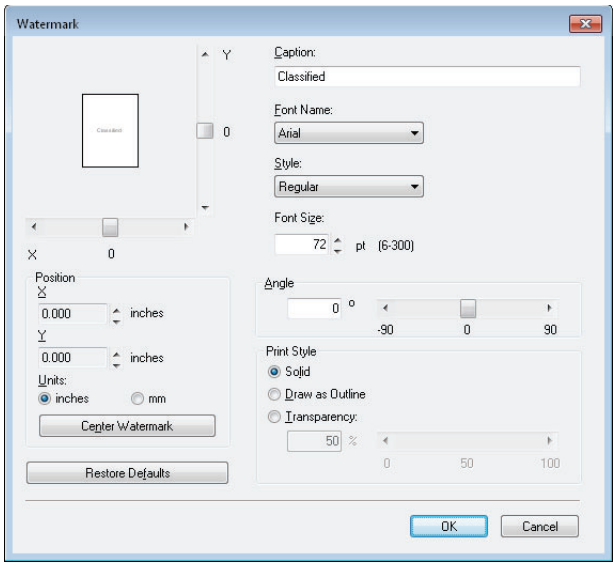
5 Click [OK] or [Print] to send the print job.

Creating or editing a watermark

1 Click [Add] to create a new watermark, or select one that you want to edit and click [Edit] to edit a watermark.



The [Watermark] dialog box appears.



2 Enter the watermark text in the [Caption] box.

You can enter up to 63 characters for the [Caption] box. However, if too many characters are entered, the watermark may not be printed correctly.

3 Select a font for the watermark at the [Font Name] box.

4 Select a font style for the watermark at the [Style] box.

5 Enter the font size in the [Font Size] box.

You can enter any integer between 6 and 300pt in units of 1pt.

6 To rotate the watermark, enter the number of degrees in the [Angle] box.

- You can enter from -90 degrees to 90 degrees in units of 1 degree in the [Angle] box.
- You can also set the angle using the scroll bar.

7 Select how the watermark text is printed from [Solid], [Draw as Outline], and [Transparency].

Solid — Prints a solid type of watermark.
Draw as Outline — Prints an outline type of watermark.
Transparency — Prints a transparent watermark. Set the transparent ratio from 0 to 100% in units of 1%. You can also set the transparent ratio using the scroll bar.

8 Enter the X and Y values or move the scroll bar to adjust the watermark position.

- You can adjust the position horizontally with “X” and vertically with “Y”.
- You can select the unit, [inches] or [mm].
- Click [Center Watermark] to locate the watermark text to the middle horizontally and vertically.

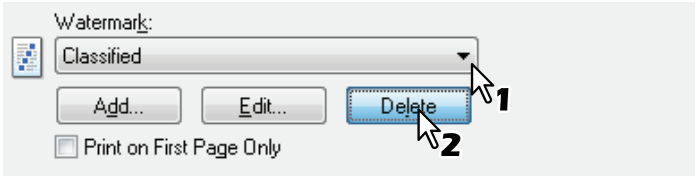
9 Click [OK] to save the watermark settings.

Deleting a watermark

Note

You can delete the default watermarks. However, they cannot be restored by clicking [Restore Defaults].

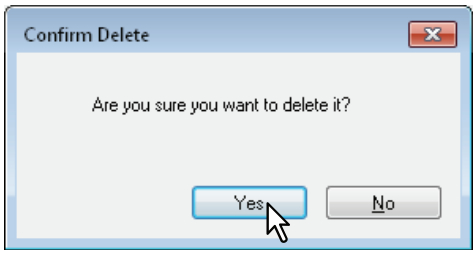
1 Select the watermark that you want to delete at the [Watermark] box.



2 Click [Delete].

The [Confirm Delete] dialog box appears.

3 Click [Yes].



4

SCAN FUNCTIONS

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Scanning From Application

This equipment supports scanning from TWAIN-compatible applications. TWAIN is the standard that links applications and scanners that acquire images. For TWAIN support, see your application's manual.

Before you start scanning with this equipment, make sure that you have installed the scanner driver. For details, refer to the ***Software Installation Guide***.

Note

The default original size depends on the measurement system on Windows: A4 for Metric or LT for U.S.. You can change the default only before the first execution after installation. For the measurement system, see the Windows Help.

■ How to scan

Follow the steps below to scan the original.

1 Place the original(s).

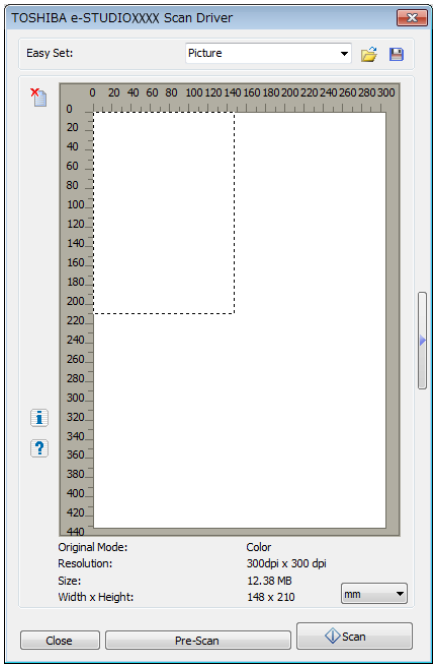
📖 P.27 "Placing originals on the original glass"
📖 P.28 "Placing originals on the Automatic Document Feeder"

2 Run your TWAIN-compatible application and execute the image acquisition command.

You can usually execute the scan or image acquisition command on the [File] menu to select this equipment. The location of the command and the method to select the scanner vary depending on the application. See your application's manual.

3 Set the scan settings.

- You can make various options to scan the original image.
  📖 P.81 "Scan options"
- You can also make the scan settings using the Easy Set feature.
  📖 P.83 "Using the Easy Set feature"



4 Click [Pre-Scan] to preview the original.

If you are not satisfied with the preview image, change the scan settings and preview the image again.

5 Click [Scan] to scan the original.

While scanning, you can stop scanning by clicking [CANCEL].

6 Save the scanned image in your application.

The saving command varies depending on the application. You usually execute the Save or Save as command on the File menu. If necessary, modify the scanned image, using the various graphic commands in your application.

Setting Up Scan Options

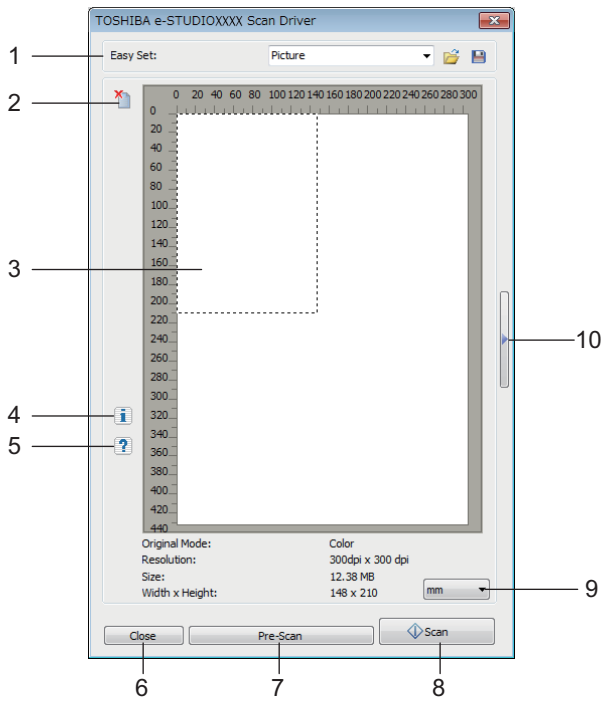
You can make various options to affect the scanning status. You can save different sets of options in files and recall one of them for frequent use.

■ Scan options

The basic and advanced dialogs are available for the scan operation.

❑ Basic scan dialog

When you execute the image acquisition command, the following basic scan dialog appears.



1) Easy Set
The scan options can be saved.
📖 P.83 “Using the Easy Set feature”

2)
Clears the preview image.

3) Preview screen
The pre-scanned image appears. The dotted boundary shows the scanning area or the original size. The image information appears under the preview screen.

4)
Shows the version information of the scanner driver.

5)
Shows the Help information about this scanner driver.

6) [Close]
Quits the scanning operation.

7) [Pre-Scan]
Pre-scans the original.

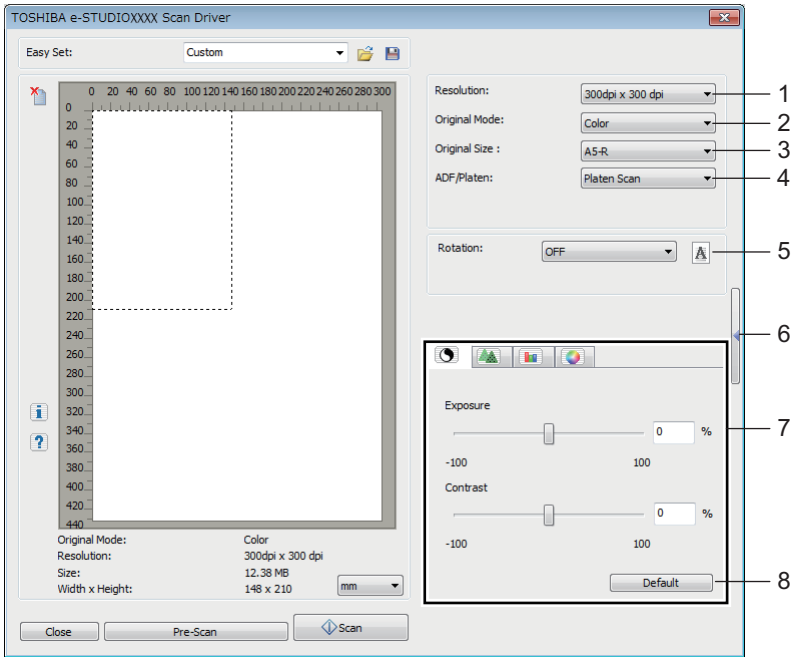
8) [Scan]
Scans the original.

9) Measurement unit
Select [Inch], [mm], or [Pixel] to change the measurement unit.

10)
Opens the advanced scan dialog.
📖 P.82 “Advanced scan dialog”

❑ Advanced scan dialog

You can click the triangle that faces right on the right-hand side of the basic scan dialog box to make scanning settings. The default settings are underlined.



1) Resolution
Sets the horizontal and vertical resolution as dots per inch: 150 x 150 dpi, **300 x 300 dpi**, or 600 x 600 dpi.

2) Original Mode
Sets the original mode to fit the original image such as text only or the mixture of text and photos: **Text**, Text/Photo, Gray, or Color.

3) Original Size
Sets the original document size or the scanning area.
Select the original size from the pull-down list.
The displayed items differ depending on the installed options and destinations.

4) ADF/Platen
Selects the equipment on which the originals are placed: **Platen Scan**, ADF Scan, or Duplex Scan.
The displayed items differ depending on the installed options and destinations.

5) Rotation
Rotates the imaged clockwise by 90 degrees, counterclockwise by 90 degrees, or by 180 degrees. This option takes effect on the image to scan but not on the preview image: **OFF**, Right 90, Left 90, or 180.

6)
Closes the advanced scan dialog and return to the basic scan dialog.
📖 P.81 “Basic scan dialog”

7) [Enhanced Settings] tab

- **Exposure/Contrast**
  Adjusts the exposure and contrast of the image using the scroll bar or editing the field: -100 (darker) to 100% (lighter).
  [Contrast] is only available when [Gray] or [Color] is selected in [Original Mode].
- **Sharp**
  Adjusts the sharpness of the image using the scroll bar or editing the field: -2 (softer) to 3% (sharper).
  [Sharp] is only available when [Gray] or [Color] is selected in [Original Mode].
- **RGB Adjustment**
  Adjusts the RGB values of the image using the scroll bar or editing the field: -100 to 100%.
  [RGB Adjustment] is only available when [Color] is selected in [Original Mode].
- **Saturation**
  Adjusts the saturation of the image using the scroll bar or editing the field: -100 to 100%.
  [Saturation] is only available when [Color] is selected in [Original Mode].

8) Default
Resets all the settings back to the defaults.

■ Using the Easy Set feature

When you have made scan settings, you can save them as an Easy Set file. This allows you to load a specific batch of settings without changing the scan settings each time.

❑ Saving the Easy Set file

You can save multiple Easy Set files.

1 Open the advanced scan dialog from within your application.
📖 P.80 “How to scan”

2 Set the scan options as you like.
📖 P.81 “Scan options”

3 Click next to the Easy Set menu.

4 Enter a file name, select a folder where you save the file, and then click [Save].

❑ Using the Easy Set file

1 Select the pre-defined Easy Set file, or click next to the Easy Set menu to select your Easy Set file.

- The following two pre-defined files are available.

Pre-defined File	Resolution	Original Mode	Other Scan Options
Picture	150 x 150dpi	Text/Photo	Default settings
Text	600 x 600 dpi	Text	

- When the Open dialog box appears, select the folder, select the target Easy Set file, and then click [Open].

2 Click [Pre-Scan].

❑ Deleting the Easy Set files

You can delete the Easy Set files in the same way as for normal files. Locate the folder where you have saved the Easy Set file, right-click the file, and then click [Delete] from the menu. Click [Yes] to delete the file. When you are working in the preview window, click the folder icon next to the Easy Set menu so that you can delete the file in the same way. After deleting the file, click [CANCEL] to close the dialog box.

5

VARIOUS FUNCTIONS

Copy Menu List **86**
Copy menu items 86
User Functions Menu List **87**
User functions menu items 88

Copy Menu List

See the following pages for information on using the copy menu.
🕮 P.25 “COPY FUNCTIONS”

■ Copy menu items

When you press ▽ or △ on the main screen (Copy), you enter the copy menu which allows you to use copy functions. The table below shows the functions and reference pages available in the copy menu.

Menu Functions	Settings	Description and Reference Pages
EXPOSURE	AUTO, Manual (9 steps)	Sets the density level for the copied image. 🕮 P.33 “Adjusting the exposure”
ORIGINAL MODE	TEXT/PHOTO, TEXT, PHOTO, BACKGROUND ERASE	Sets an original mode suitable for the image being copied. 🕮 P.34 “Selecting the original mode”
DRAWER	Drawer 1 XX, Bypass XX, APS	Sets the paper source. 🕮 P.35 “Selecting the paper”
ZOOM	Manual zoom (25 - 100 - 400%), FIXED ZOOM, AMS	Sets the zoom ratio for copied images. 🕮 P.37 “Enlarging or reducing the copy size”
FINISHING	NON SORT, SORT	Sets the finishing mode for ejecting copies. 🕮 P.40 “Sorting pages”
2IN1/4IN1	OFF, 2IN1, 4IN1	Copies two or four originals onto one sheet of paper. 🕮 P.41 “Copying two or four pages on each sheet”
ID CARD	OFF, ON	Sets the ID card function. 🕮 P.43 “Copying both sides of a card on a sheet”
EDGE ERASE	OFF, ON (4 - 15mm)	Sets the edge erase function. 🕮 P.44 “Erasing the shadow on edges”
IMAGE SHIFT	OFF, LEFT MARGIN, RIGHT MARGIN	Sets the image shift function. 🕮 P.45 “Shifting the pages to the right or left”
ANNOTATION	OFF, PAGE NO.	Sets the annotation function. 🕮 P.46 “Adding a page number on the copied paper”

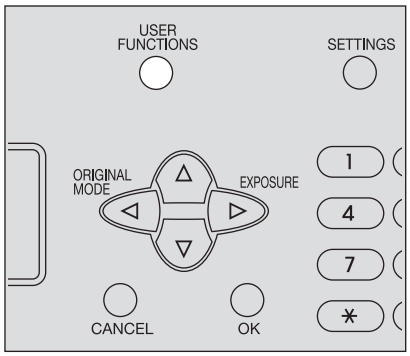
User Functions Menu List

Before you start operating the “USER FUNCTIONS” menu, learn the general procedure below.

Tips

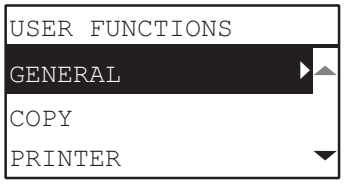
- Press [CANCEL] to exit from the setting without making any changes. You can also exit with the ◁ button if it is active.
- Press [CLEAR/STOP] to delete a character. Keep pressing [CLEAR/STOP] for a second to clear all characters.

1 Press [USER FUNCTIONS].



2 Press ▽ or △ to scroll the menu, and then press ▷ to enter the function menu.

P.88 “User functions menu items”



3 Press ▽ or △ to scroll the menu, and then press ▷ to select the function.

4 Press ▽ or △ to scroll the menu, and then press ▷ to select the settings for each function.

5 Press ▽, △, ▷, or ◁ to select a setting, and then press [OK].

- Repeat this step if the selected setting has more options or values.
- Exits from the menu if the selected setting has no more options or values. At this point, the operation is complete.

Tip

The options or values vary depending on the function.

P.88 “GENERAL”
P.89 “COPY”
P.89 “PRINTER”
P.89 “DRAWER”
P.90 “INFORMATION”

■ User functions menu items

When you press [USER FUNCTIONS] on the main screen (Copy), you enter the “USER FUNCTIONS” menu which enables you to change each setting and execute the device functions.
The table below shows the functions and reference pages available in the “USER FUNCTIONS” menu.

Menu Functions			Reference Pages
GENERAL	CHANGE LANGUAGE		P.88 “GENERAL”
	TIMERS	AUTO POWER SAVE	
		SLEEP MODE	
		AUTO CLEAR	
	POP UP	DRAWER SET	
		PAPER JAM RECOVERY	
	LCD CONTRAST		
COPY	EXPOSURE		P.89 “COPY”
	ORIGINAL MODE		
	MAXIMUM COPIES		
	SORT MODE PRIORITY		
	IMAGE ROTATION		
	2IN1/4IN1	ORIGINAL SIZE	
		ORIG. ORIENTATION	
		PAGE LAYOUT	
	BACKGROUND		
	SHARPNESS		
PRINTER	AUTO DRAWER CHANGE		P.89 “PRINTER”
DRAWER	DRAWER 1	PAPER SIZE	P.89 “DRAWER”
INFORMATION	COUNTER	TOTAL COUNTER	P.90 “INFORMATION”
	TONER REMAIN		

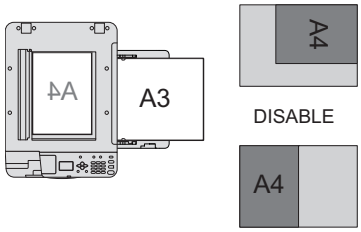
❑ GENERAL

The following functions and settings are available on the “GENERAL” menu.

Menu Functions		Settings	Description
CHANGE LANGUAGE		S-CHINESE (SIMPLIFIED CHINESE), T-CHINESE (TRADITIONAL CHINESE), ENGLISH, FRENCH, ITALIAN, GERMAN, POLISH, RUSSIAN, SPANISH, SWEDISH, NORWEGIAN, FINNISH, DANISH, DUTCH, PORTUGUESE, CZECH, HUNGARIAN, ROMANIAN, SLOVAKIAN, LITHUANIAN, IRISH, SLOVENIAN, BULGARIAN, LATVIAN, SERBIAN, TURKISH	Sets the default language. The default language and the appearance order vary depending on the region.
TIMERS	AUTO POWER SAVE	1, 3, 4, 5, 7, 10, 15, 20, 30, 45, 60	Sets the period of time (in minutes) that this equipment should wait before low power mode is activated.
	SLEEP MODE	1, 3, 5, 10, 15, 20, 25, 30, 40, 50, 60	Sets the period of time (in minutes) that this equipment should wait before sleep mode is activated.
	AUTO CLEAR	15, 30, 45, 60, 75, 90, 105, 120, 135, 150	Sets the time (in seconds) to clear the previous settings and return to the main screen (Copy).
POP UP	DRAWER SET	ENABLE, DISABLE	Sets whether to display a pop-up message on the LCD screen in the following cases. • When the size of paper loaded in the drawer differs from setting. • When a paper misfeed occurs.
	PAPER JAM RECOVERY	ENABLE, DISABLE	
LCD CONTRAST		-3 (Light) to +3 (Dark)	Sets the brightness of LCD panel.

❑ COPY

The following functions and settings are available on the “COPY” menu.

Menu Functions		Settings	Description
EXPOSURE		AUTO, Manual	Sets the default setting for the density.
ORIGINAL MODE		TEXT/PHOTO, TEXT, PHOTO, BACKGROUND ERASE	Sets the default setting for the original mode.
MAXIMUM COPIES		9, 99, 999	Sets the maximum number of copies to be allowed.
SORT MODE PRIORITY		NON SORT, SORT	Sets the default sort mode for copy jobs.
IMAGE ROTATION		ENABLE, DISABLE	Sets the image rotation setting. Tip When this setting is enabled, the original image is automatically rotated when making copies. As shown in the following figure, when you copy A4 size originals to the one side of the A3 size paper loaded on the bypass tray, disable this function. Original: A4 Paper: A3 ENABLE 
2IN1/4IN1	ORIGINAL SIZE	A4, A5, 16K, B5, LT, ST, 8.5SQ	Sets the default setting for the original size when using the “2IN1/4IN1” function.
	ORIG. ORIENTATION	-	Sets the default setting for the original orientation when using the “2IN1/4IN1” function.
	PAGE LAYOUT	2IN1: 4IN1:	Sets the order of the pages when using the “2IN1/4IN1” function.
BACKGROUND			Adjusts the density of the original’s background. It avoids the back side of a 2-sided original becoming visible on its front side. You can change the background from lighter to darker in nine steps from -4 to +4.
SHARPNESS			Emphasizes or blurs the outline of the image. You can change the sharpness from softer to sharper in nine steps from -4 to +4.

❑ PRINTER

The following functions and settings are available on the “PRINTER” menu.

Menu Functions	Settings	Description
AUTO DRAWER CHANGE	SAME DIRECTION, DIFFERENT DIRECTION, OFF	Sets whether to change to a different drawer when the specified drawer becomes empty.

❑ DRAWER

The following functions and settings are available on the “DRAWER” menu.

Menu Functions		Settings	Description
DRAWER 1	PAPER SIZE	A4, LT, 16K	Sets the paper size for the drawer.

❑ INFORMATION

The following functions and settings are available on the “INFORMATION” menu.

Menu Functions		Settings	Description
COUNTER	TOTAL COUNTER	-	Displays the total counter.
TONER REMAIN		-	Displays the toner remaining information.

6

TROUBLESHOOTING

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When This Message Appears

A message appears when a problem occurs on the equipment. Find the message on the list below and follow the instructions in the Countermeasure.

Message	Meaning	Countermeasure
MISFEED xxx	An original or a sheet of copy paper is misfed. An error code “xxx” and a message for solving the problem are displayed.	Remove any misfed paper. P.93 “Paper Misfeed”
CLOSE ***	Any cover of the equipment indicated by “***” is not securely closed.	Close the cover securely.
DRAWER * EMPTY	The paper in a drawer indicated by “*” has run out.	Load paper in the drawer. P.17 “Loading paper in the drawer”
COUNT OVER	The number of pages scanned has exceeded the maximum value.	Select “PRINT” on the LCD screen to copy the data scanned so far. Select “CANCEL JOB” to delete all the data scanned so far.
CALL FOR SERVICE	The repair or adjustment by your service technician is needed.	Contact your service representative. Give the service technician the error code (consisting of letters and numbers) that appears in the upper right area of the LCD screen. **⚠ CAUTION** **Never attempt to repair, disassemble or modify the equipment by yourself.** This could cause an electric shock, a fire or serious injury. Contact your service representative when the equipment is in an abnormal condition or any malfunction is found.
TIME FOR MAINTENANCE	The maintenance by your service technician is needed.	Contact your service representative.
BYPASS EMPTY	Paper set on the bypass tray has run out.	Load paper on the bypass tray. P.19 “Loading paper on the bypass tray”
TONER IS LOW	There is only a little toner remaining in the toner cartridge.	There is still a little toner remaining in the toner cartridge. Do not replace the toner cartridge until “TONER EMPTY” appears on the LCD screen. Notes • The message may not appear because the toner remaining in the cartridge does not lie evenly. • When the message appears, it is advisable to purchase a new recommended cartridge to prepare for its replacement.
ERROR : TONER	The toner cartridge is not installed correctly.	Install the toner cartridge correctly.
	The recommended toner cartridge is not being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. For details of the recommended toner cartridge, refer to the ***Safety Information***.
TONER EMPTY	The toner in the toner cartridge has run out.	Replace the toner cartridge with a new one. P.98 “Replacing Toner Cartridge”
MEMORY IS FULL	The built-in memory of the equipment has become full.	Select “PRINT” on the LCD screen to copy the data scanned so far. Select “CANCEL JOB” to delete all the data scanned so far.
CLEAR PAPER OUTPUT TRAY: PRESS START KEY	Approx. maximum sheets of paper have continuously exited and the equipment stops copying to prevent the copied paper from overflowing from the tray.	Remove the paper from the receiving tray, and then press [START] to resume copying. Press [CLEAR/STOP] to end the copy. When “MEMORY CLEAR?” appears on the LCD screen, select “YES”, and then press [START].

Paper Misfeed

■ Find the position of paper misfeeds

When a paper misfeed occurs in the equipment, the operation stops, the alert lamp blinks on the control panel, and a message appears on the LCD screen to indicate the positions where the paper is misfed.

Press ▷ and [OK] to select [Help]. Check the message, remove any misfed paper, and then press [START] to resume copying.
🕮 P.87 “User Functions Menu List”

Tip

When a paper misfeed occurs in the equipment, the instruction to remove the misfed paper appears on the LCD screen. Press △ and ▽ to scroll up and down to read the instruction.

■ When paper misfeeds occur frequently

When paper misfeeds occur frequently, they may be due to one of the causes listed below:

- Unacceptable paper is used.
  🕮 P.16 “Paper types not acceptable”
- The sizes of paper loaded in the drawer or on the bypass tray are not registered into the equipment properly.
  🕮 P.24 “Preparation 3 - Registering Paper Size and Type”
- More misfed paper is still remaining after the release of a paper misfeed.
- The side guides are aligned too tight or too loose to the paper.
- The height of the stacked paper is exceeding the indicators in the drawer.

■ When removing misfed paper

Observe the following precautions when you remove misfed paper:

Do not tear misfed paper.

Remove misfed paper carefully with both hands. Do not pull the paper forcefully, otherwise the paper could tear and cause a paper misfeed. Make sure there are no torn pieces of paper left in the printer.

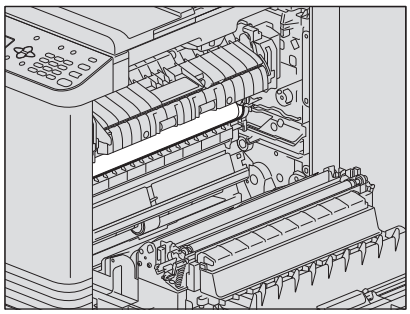
⚠ **CAUTION**

Do not touch the fuser unit or the metal part around the unit.

When you remove misfed paper within the fuser unit, do not touch the fuser unit or the metal part around the unit. If you touch the inside of the equipment, this could cause burns or any injury to your hands.

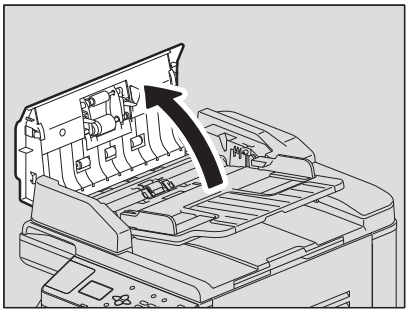
Do not touch the photoconductive drum.

When you remove the misfed paper within the transfer unit or the fuser unit, be careful not to touch the photoconductive drum. This could stain the copy images.

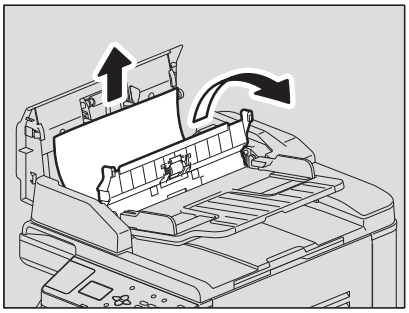


■ Paper misfeeds on the Automatic Document Feeder (ADF)

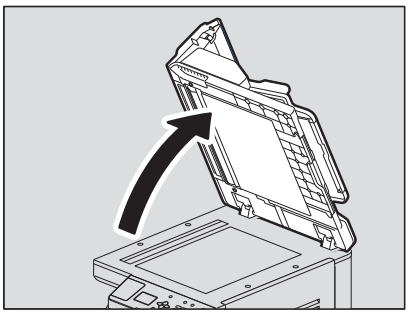
1 **Open the upper cover.**



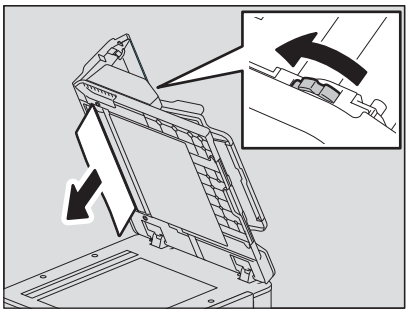
2 **Open the transport guide and remove the original.**



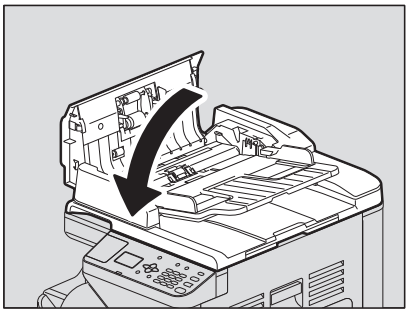
3 **Open the ADF.**



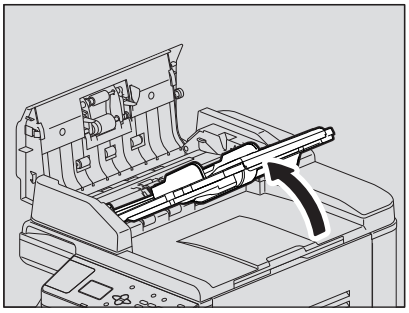
4 **Turn the dial to remove the misfed original.**



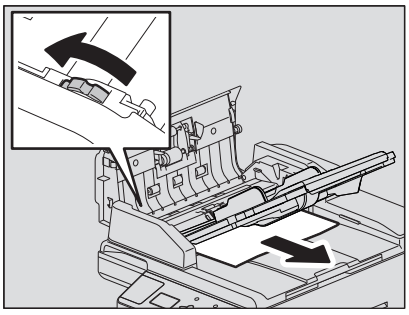
5 **Close the ADF.**



6 **Raise the feeder tray.**



7 **Turn the dial to remove the misfed original.**

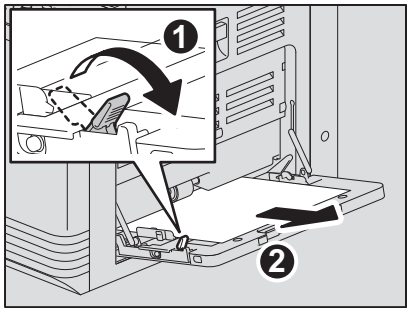


8 **Lower the feeder tray.**

9 **Close the upper cover.**

■ Paper misfeeds on the bypass tray

1 **Release the lever on the left, and then pull out the misfed paper on the bypass tray.**



2 **Check beneath the transport guide in the paper feeding area.**

Check if any paper is misfed under the transport guide behind the transfer unit.

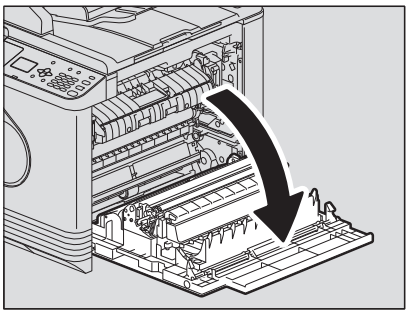
📖 P.96 “Paper misfeeds inside of the side cover”

■ Paper misfeeds inside of the side cover

⚠ CAUTION

- **Be careful not to catch your fingers between the equipment and the side cover.**
  This could injure you.
- **Do not touch the fuser unit or the metal part around the unit.**
  If you touch the inside of the equipment, this could cause burns or any injury to your hands.

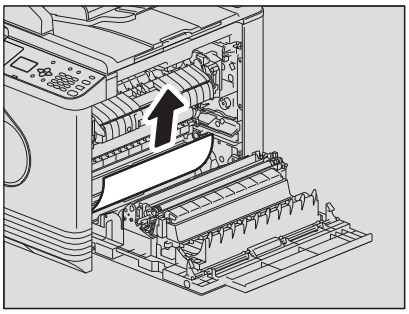
1 Open the side cover.



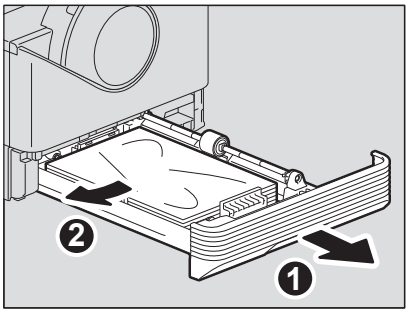
2 Remove the misfed paper behind transfer unit.

⚠ CAUTION

Be sure not to touch the photoconductive drum when removing the misfed paper.



3 If you cannot see the misfed paper or it is difficult to remove, open the drawer and remove it.



Note

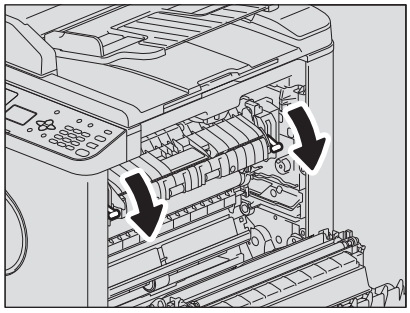
Be sure that the height of the stacked paper does not exceed the line indicated inside of the side guides.

4 Close the drawer.

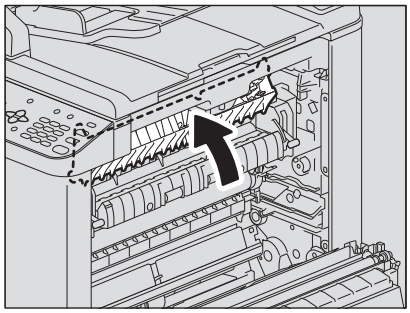
5 **Lay down the transfer unit, and then press down the two fuser pressure release levers (green) until they come to a stop.**

Note

Press down the levers fully until they stop.



6 **Raise the transport guide.**



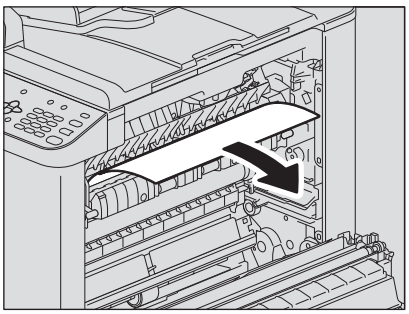
7 **Release the misfed paper within the fuser unit.**

Pull the misfed paper up or down as shown below depending on its position.

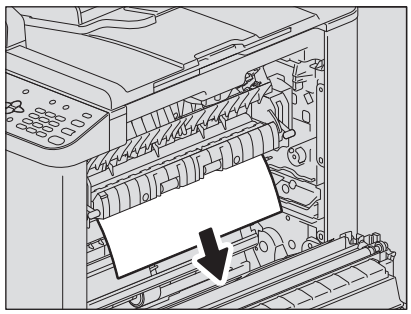
⚠ **CAUTION**

Be sure not to touch the photoconductive drum when releasing the misfed paper.

Pulling it up



Pulling it down



8 **Return the transport guide and transfer unit to their original positions, and then close the side cover.**

Replacing Toner Cartridge

■ When a message for replacement appears

When the toner cartridge runs out of toner, the message appears on the LCD screen and the alert lamp blinks on the control panel.

Tip

When ▷ is pressed, the procedure to replace the toner cartridge appears on the LCD screen. Press △ and ▽ to scroll up and down to read the procedure.

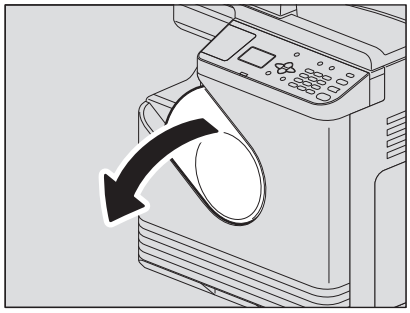
⚠ **WARNING**

Never attempt to incinerate toner cartridges.
Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.

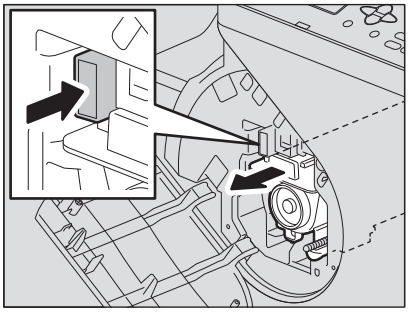
Notes

- Before inserting a new toner cartridge, check that the product name is “T-2505”.
- Do not touch the parts on the circuit board mounted on the toner cartridge because they may be damaged.

1 Open the front cover.



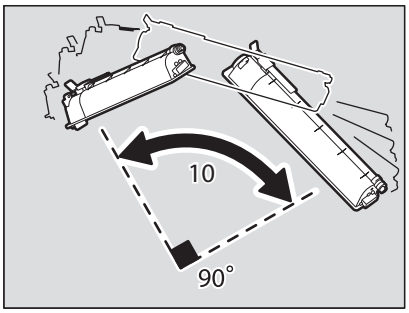
2 While holding down the green lever, pull out the toner cartridge.



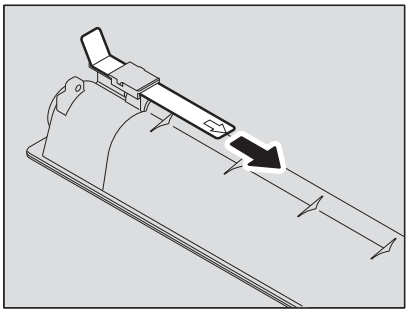
⚠ **WARNING**

Never attempt to incinerate toner cartridges.
Dispose of used toner cartridges in accordance with local regulations.

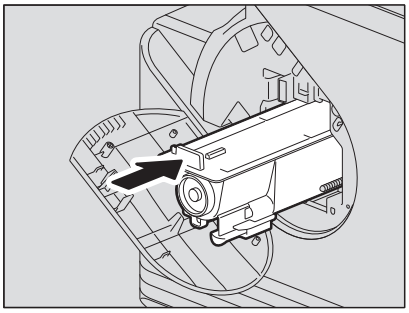
3 **Shake the new toner cartridge strongly with the label surface down to loosen the toner inside.**



4 **Pull out the seal in the direction of the arrow.**



5 **Insert the toner cartridge along the rail.**

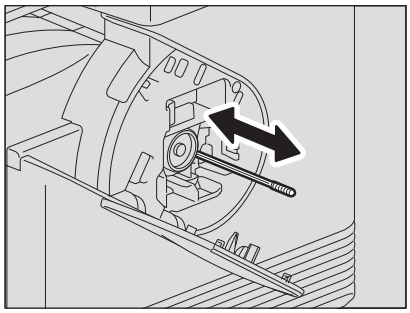


Note

Insert the toner cartridge until you hear a click sound.

6 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it stops. Then reinsert it in its original position carefully. Repeat this procedure two to three times.



Note

Check if the cleaning knob is fully inserted after cleaning.

7 Close the front cover.

Before Calling Service Technician

When you encounter troubles, find the symptom listed below and follow the instructions in the Countermeasure.

■ General operation

Phenomenon	Usual cause	Countermeasure
The equipment does not work at all.	The power is not turned ON.	Turn ON the power of the equipment.
	The power cable is not plugged in securely.	Plug in the power cable securely.
The button does not respond to my operation.	It has been a short time since the power was turned ON.	Wait for the completion of warm-up and then try again.
The LCD screen is too light/dark.	The contrast of the LCD screen is not adjusted properly.	Adjust the contrast. 📖 P.87 “User Functions Menu List”
A message is displayed on the LCD screen.	The equipment has detected an error status.	See the meaning of the message referring to the listing below. 📖 P.92 “When This Message Appears”
“SAVING ENERGY” appears on the LCD screen.	The equipment is in the low power mode.	Press any button on the control panel to cancel this mode. Copying is enabled in the low power mode. 📖 P.13 “Saving energy when not in use - Energy saving mode -”
The LCD screen is dim.	The equipment is in the sleep mode.	Press any button on the control panel to cancel this mode. 📖 P.13 “Saving energy when not in use - Energy saving mode -”
Copy functions cannot be set.	Some copy functions that cannot be set simultaneously with others have been set.	Some copy functions cannot be set together with others. 📖 P.110 “Copying Function Combination Matrix”
The equipment is not recognized when it is connected to a PC using a USB cable.	The cable is not support the USB2.0 Hi-Speed.	Use a USB2.0 Hi-Speed certified cable.
	The equipment is connected via a USB hub.	Connect the equipment with a PC directly by a USB cable.

■ Toner-related items

Phenomenon	Usual cause	Countermeasure
“TONER IS LOW” appears on the LCD screen.	Toner is running out.	There is still a little toner remaining in the toner cartridge. Do not replace the toner cartridge until “TONER EMPTY” appears on the LCD screen.
“TONER EMPTY” appears on the LCD screen.	Toner has run out.	Replace the toner cartridge with a new one.
“ERROR : TONER” appears on the LCD screen.	The toner cartridge is not installed, or it is installed incorrectly.	Install the toner cartridge correctly.
	The recommended toner cartridge is not being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. For details of the recommended toner cartridge, refer to the ***Safety Information***.
“TONER IS LOW” does not appear on the LCD screen, although toner is nearly empty.	The recommended toner cartridge is not being used.	For details of the recommended toner cartridge, refer to the ***Safety Information***.
The equipment does not become ready after the toner cartridge is inserted.	The toner cartridge inserted is not usable for this equipment.	Check that the product name is “T-2505”.

■ Original/Paper-related items

Phenomenon	Usual cause	Countermeasure
Paper misfeeds.	The paper is unsuited for the equipment.	Check if the paper is acceptable. 📖 P.16 “Paper types not acceptable”
	The paper size is not registered properly in the equipment.	Register the paper size properly. 📖 P.24 “Preparation 3 - Registering Paper Size and Type”
	Misfed paper is located in a place you cannot see easily.	See the message on the LCD screen to recheck the position where the paper misfeed has occurred. 📖 P.93 “Paper Misfeed”
	There is no gap between the side guides and paper in the drawer, or the gap is too wide.	Adjust the gap between the side guides and the paper properly. 📖 P.17 “Loading paper in the drawer”
Multiple feeding occurs.	Sheets of paper clinging to each other.	Fan the paper well and place it again.

■ Image trouble

Phenomenon	Usual cause	Countermeasure
The copy image is light.	Toner has run out.	Replace the toner cartridge if the “TONER EMPTY” message appears on the LCD screen. 🕮 P.98 “Replacing Toner Cartridge”
	The copy density is set lighter.	Make the density darker if you use the manual copy density mode.
The copy image is dark.	The copy density is set darker.	Make the density lighter if you use the manual copy density mode.
The copied image is stained.	The platen cover or the Automatic Document Feeder is not lowered fully.	Lower it fully to block outside light.
	The original glass or platen sheet is dirty.	Clean them. 🕮 P.104 “Regular Cleaning”
	The copy density is set darker.	Make the density lighter if you use the manual copy density mode.
	Highly transparent originals such as overhead transparencies or tracing paper are used.	Place a blank plain sheet of paper, the same size as the original or larger, over the original.
The copy image is fogged. 	There is a slight gap between the original glass and the original.	Lower the platen cover or the Automatic Document Feeder fully so that the original will contact with the original glass.
	The paper is damp.	Replace with dry paper.
The copy image is partially missing.	The size or direction of the paper and the original, or the reproduction ratio is not set properly.	Use paper of the same size as the original or set the reproduction ratio suitable to the paper size.
The copy image has black streaks in a horizontal direction. 	The charger is dirty.	Clean the charger.

7

MAINTENANCE AND INSPECTION

Regular Cleaning **104**

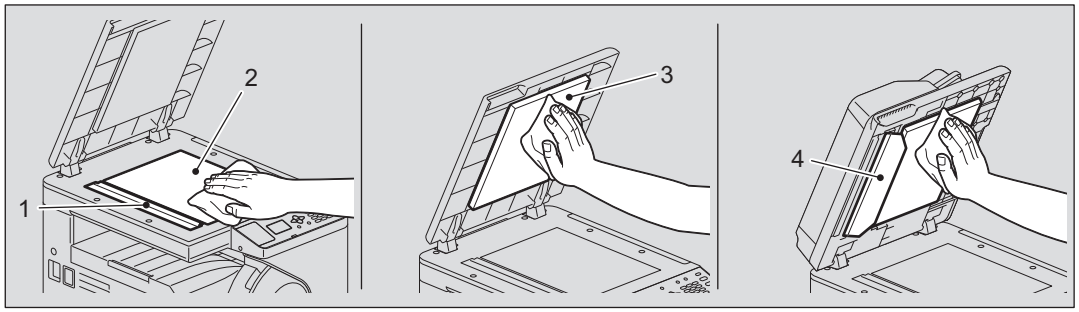
Regular Cleaning

We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions. Be careful not to scratch the parts that you are cleaning.

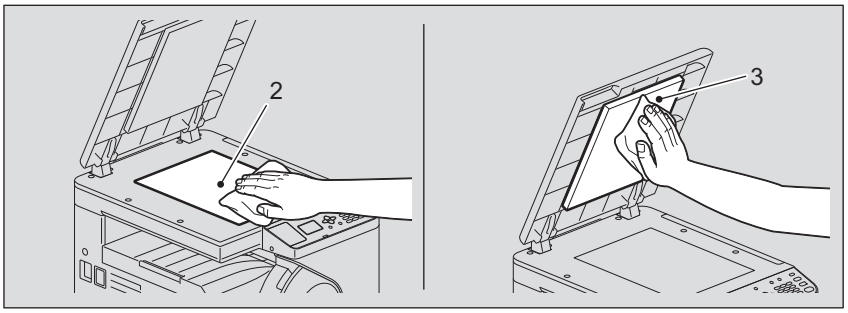
Notes

- Be careful not to scratch the portions in cleaning.
- When cleaning the surface of the equipment, do not use such organic solvents as thinner or benzine.
  - This could warp the shape of the surface or leave it discolored.
- When using a chemical cleaning pad to clean it, follow the instructions.

For Europe



For regions other than Europe



1. Scanning area (surface of the long rectangular glass) / 2. Original glass

Wipe it with a soft dry cloth. If there are still stains remaining, wipe it clean with a piece of soft cloth which has been moistened with water and then squeezed well.

Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

3. Platen sheet / 4. Guide

Clean the surface as follows depending on the staining.

- Clean it with a soft cloth.
- Clean it with a soft cloth lightly moistened with water.
- Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
- Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

Note

You need to clean 1 (scanning area) and 4 (guide) only when using Automatic Document Feeder.

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SPECIFICATIONS

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e-STUDIO2505 Specifications

Model name		DP-2505
Type		Desktop type
Original glass		Fixed
Printing (copying) system		Indirect electrophotographic method
Developing system		2-component magnetic brush developing
Fusing method		One halogen lamp
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the Automatic Document Feeder is installed: Fixed scanning system by feeding the original)
Original scanning sensor		Linear CMOS sensor
Scanning light source		LED
Resolution	Writing	2400 dpi x 600 dpi (Smoothing process)
	Scanning	600 dpi x 600 dpi
Acceptable originals		Sheets and books
Acceptable original size		Original glass: Max. A4 or LT ADF: Max. A3 or LD
Acceptable paper size	Drawer	A4, 16K, LT
	Bypass	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ, 8K, 16K, 16K-R
Acceptable paper weight	Drawer	64 - 80 g/m^2 (17 - 20 lb. Bond)
	Bypass	64 - 80 g/m^2 (17 - 20 lb. Bond): for continuous feed 52 - 63 g/m^2 (14 lb. Bond - 17 lb. Bond), 81 - 163 g/m^2 (21 lb. Bond - 43 lb. Bond): for single feed
Warm-up time		Approx. 20 seconds
First copy time (A4 or LT portrait)		LT: Approx. 7.1 seconds A4: Approx. 7.0 seconds
Continuous copy speed		See 🕮 P.107 “Continuous copying speed”
Multiple copying		Up to 999 copies
Excluded image width	Copy	Leading edge: 3.0±2.0 mm (0.12"±0.08") Trailing edge: 2.0±2.0 mm (0.08"±0.08") Both edges: 2.0±2.0 mm (0.08"±0.08")
	Printer	Leading edge: 3.0±2.0 mm (0.12"±0.08") Trailing edge: 2.0±2.0 mm (0.08"±0.08") Both edges: 2.0±2.0 mm (0.08"±0.08")
Reproduction ratio	Actual size	100±0.5%
	Zoom	25 - 400% (in 1% increments)
Storage capacity		Max. 50 sheets or until the memory is full (TOSHIBA’s own chart)
Paper supply	Drawer	250 sheets (80 g/m^2, 20 lb. Bond)
	Bypass	50 sheets (80 g/m^2, 20 lb. Bond)
Loading capacity for the receiving tray		Approx. 100 sheets (80 g/m^2, 20 lb. Bond)
Toner density adjustment		Magnetic auto-toner system
Exposure control		Automatic plus manual selection from 9 exposure steps
Memory		128 MB
USB interface		USB2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 º - 30 ºC, Humidity: 20 - 85% (No condensation)
Power requirements and power consumption (including optional equipments)		AC 220-240 V±10%, 8 A (50-60 Hz): 1.0 kW or less AC 120 V±10%, 12 A (60 Hz): 1.0 kW or less
Dimensions (including equipment and platen cover)		390 mm (15.4") (W) x 540 mm (21.3") (D) x 435 mm (17.1") (H)
Weight (including equipment and drum)		Approx. 22.0kg (48.5 lb.) (Approx. 20.5 kg (45.2 lb.) for some destinations)
Space occupied (equipment only)		850 mm (33.5") (W) x 540 mm (21.3") (D)

- These specifications vary depending on the copying conditions and the environment.
- Specifications and appearance are subject to change without notice in the interest of product improvement.

■ Continuous copying speed

sheets/min.

Paper size	Paper source	Copying speed
A4, A5-R, B5, LT, ST-R	Drawer	25*
	Bypass tray	25
A4-R, B5-R, LT-R	Drawer	-*
	Bypass tray	19
B4, FOLIO, LG, COMP	Drawer	-*
	Bypass tray	16
A3, LD	Drawer	-*
	Bypass tray	14

* A3 and LD can be loaded only on the bypass tray.

- The values above are measured when originals are set on the original glass, 100% and nonsort multiple copies are made.
- TOSHIBA-recommended paper is used for the values of the specifications above.
- The bypass copying speed is as listed above when specifying the paper size.
- This specification varies depending on the copying conditions and the environment.

Specifications of Options

Automatic Document Feeder (Only for Europe)

Model name	MR-2021
Copy sides	1-side
Number of originals (A4)	50 originals (80 g/m^2, 20 lb. Bond) or 9.5 mm or less in height (more than 80 g/m^2, 20 lb. Bond)
Feeding speed	20 sheets/min. (A4, LT)
Acceptable originals	A3, A4, A5-R, B4, B5, LG, LT, LD, ST-R
Paper weight	50 - 104 g/m^2, 13 - 27 lb. Bond
Power source	Power supplied from the equipment
Dimensions	385 mm (15.16") (W) x 445 mm (17.52") (D) x 88 mm (3.46") (H)
Weight	Approx. 3.6 kg (7.9 lb)
Power consumption	40 W max.

Packing List

Packing list	Safety Information
	Quick Guide
	Power cable
	DVD

Copying Function Combination Matrix

■ Combination matrix

Already setting \ Next setting		ADF (Original Set on ADF)	Drawer			Quantity	Zoom			Original Mode			Exposure		ID Card	2IN1/4IN1		Image Shift	Edge Erase	Finishing		Annotation
			APS	Drawer	Bypass		AMS	Manual	Fixed Zoom	Text/ Photo	Text	Photo	Auto	Manual		2IN1	4IN1			Non Sort	Sort	
ADF (Original Set on ADF)			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes *1	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Drawer	APS	Yes		No	No	Yes	No *2	No *2	No *2	Yes	Yes	Yes	Yes	Yes	No *2	No *2	No *2	Yes	Yes	Yes	Yes	Yes
	Drawer	Yes	No		No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Bypass	Yes	No	No		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Quantity		Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Zoom	AMS	Yes	No *3	Yes	Yes	Yes		No	No	Yes	Yes	Yes	Yes	Yes	No *3	No *4	No *4	Yes	Yes	Yes	Yes	Yes
	Manual	Yes	No *3	Yes	Yes	Yes	No		No	Yes	Yes	Yes	Yes	Yes	No *3	No *4	No *4	Yes	Yes	Yes	Yes	Yes
	Fixed Zoom	Yes	No *3	Yes	Yes	Yes	No	No		Yes	Yes	Yes	Yes	Yes	No *3	No *4	No *4	Yes	Yes	Yes	Yes	Yes
Original Mode	Text/Photo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Text	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No		No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Photo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Exposure	Auto	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Manual	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ID Card		Yes *1		Yes	Yes	Yes				Yes	Yes	Yes	Yes	Yes				Yes	Yes	Yes	Yes	
2IN1/4IN1	2IN1	Yes		Yes	Yes	Yes				Yes	Yes	Yes	Yes	Yes			No		Yes	Yes	Yes	
	4IN1	Yes		Yes	Yes	Yes				Yes	Yes	Yes	Yes	Yes		No			Yes	Yes	Yes	
Image Shift		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	Yes	Yes	Yes
Edge Erase		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes
Finishing	Non Sort	No *5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		No	Yes
	Sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No		Yes
Annotation		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	Yes	Yes	Yes	

Notes
Yes: The functions can be combined.
No: Current setting is cancelled, next setting will be selected.
＼: Next setting can't be selected.
*1: Can't start job.
*2: Drawer will be selected.
*3: 100% will be selected.
*4: The appropriate zoom ratio will be selected.
*5: Sort will be selected.

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MULTIFUNCTIONAL DIGITAL SYSTEMS

User's Guide

e-STUDIO2505

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QUALITY SERVICE

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